PY381 Using the Single-Use Payroll Online Tool (SPOT)

Overview of the Using the Single-Use Payroll Online Tool (SPOT)

The Single-Use Payroll Online Tool (SPOT) tool is used by Payroll Administrators to enter one-time transactions affecting pay or deductions in Cardinal. Transactions can be entered online in SPOT or through a spreadsheet upload.

This Job Aid provides information on entering earnings and deduction transactions (online or spreadsheet upload), deleting SPOT batches, SPOT transactions approvals, and reviewing batches after approval.

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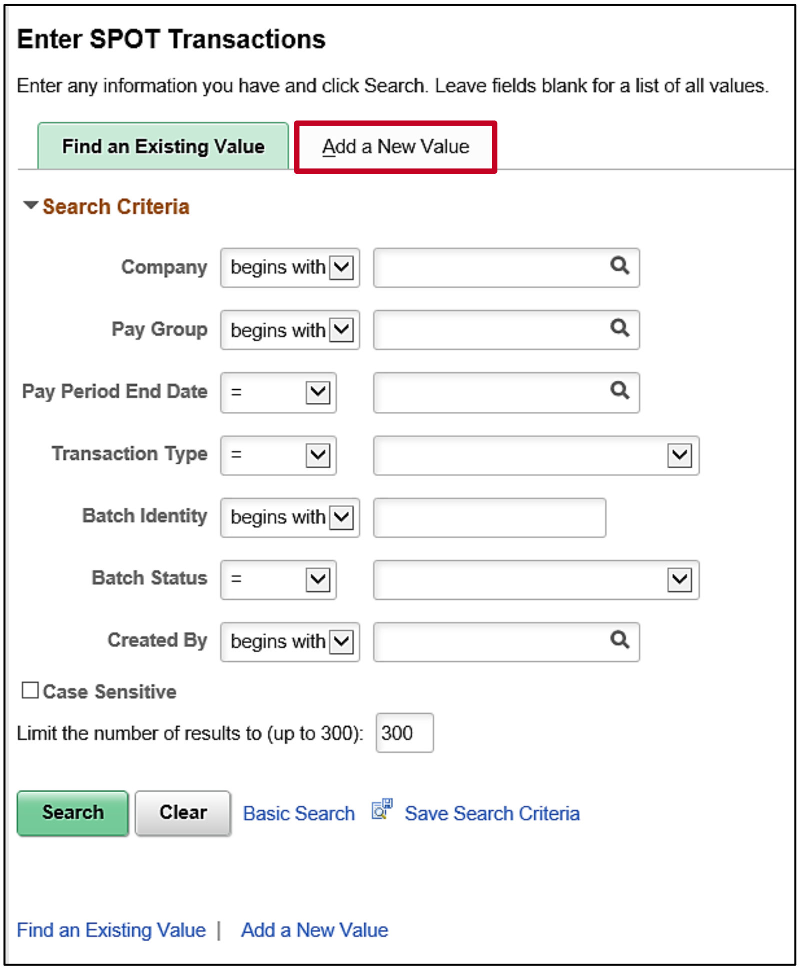
Enter an Earnings Transaction in SPOT

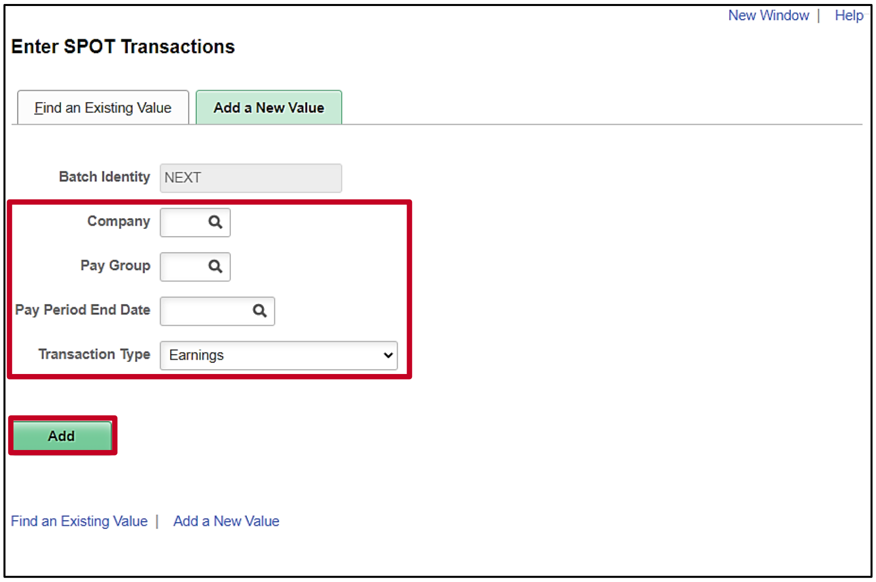
1. Navigate to the **Enter SPOT Transactions** page using the following path:

   Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions



2. Click the **Add a New Value** tab.

The **Add a New Value** tab displays.



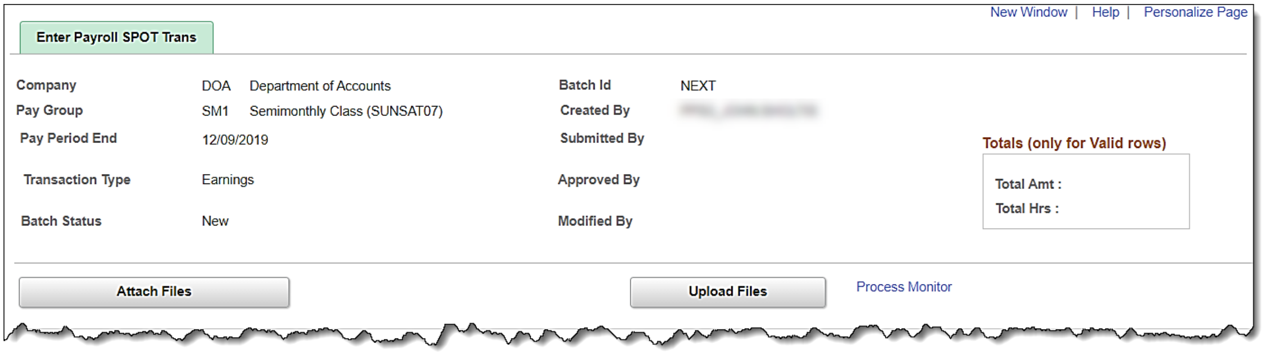
The following table provides a brief description of each field within the **Add a New Value** tab:

Field	Description
Batch Identity	Defaults to **NEXT**. This number will automatically generate when the batch is saved.
Company	Select your company. If you have access to enter transactions for multiple companies, select the appropriate company.
Pay Group	Select the appropriate employee(s) pay group(s).
Pay Period End Date	Select the appropriate transaction's pay period end date (the pop-up window will only show pay periods that have not been confirmed).
Transaction Type	Select the appropriate type of transaction. • **Earnings** – earnings in addition to time and labor or additional pay (typically one time or amounts that vary from pay period to pay period). • **Deductions** – deduction overrides, extra deductions or deduction refunds.

3. Enter/select the appropriate values in the **Company, Pay Group, Pay Period End Date**, and **Transaction Type** fields.

4. Click the **Add** button.

The **Enter SPOT Transactions** page refreshes with the **Enter Payroll SPOT Trans** tab displayed.



Note: The **Header** section populates with the information previously entered on the **Add a New Value** tab.

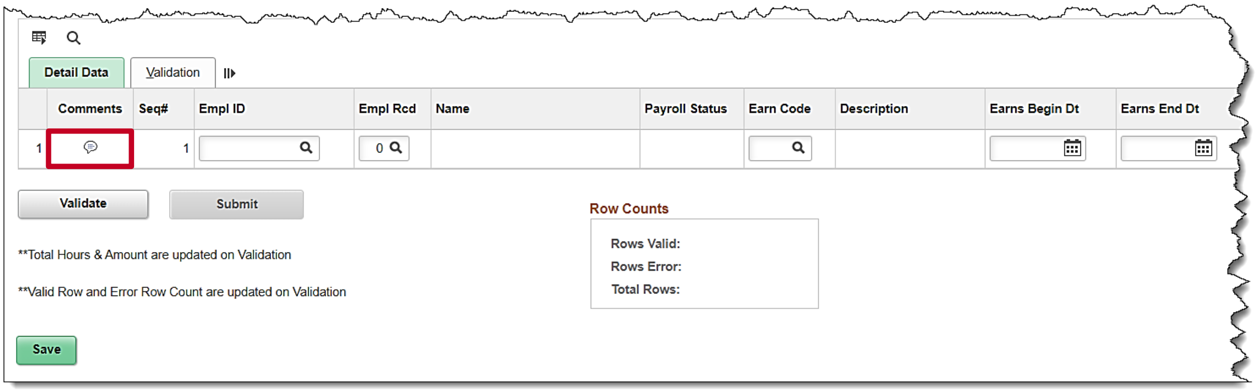
The following table provides a brief description of additional fields included in the **Header** section of the **Enter Payroll SPOT Trans** tab:

Field	Description
Batch Status	Updates based on actions taken to the batch. Batch statuses include: • **New –** when a new batch is initiated. • **Created –** when the batch is saved. • **Validated –** when the batch is validated. • **Modified after Validation –** when the batch is changed after validation • **Submitted –** when the batch is submitted for approval. • **In Review** – when the approver is reviewing the batch for approval. • **Closed –** after the approver has submitted the batch to payroll.
Batch ID	Defaults to "**NEXT**"; automatically updates when the batch is submitted.
Created By	Displays the name of the Payroll Administrator who created the batch.
Submitted By	Displays the name of the Payroll Administrator who submitted the batch.
Approved By	Displays the name of the SPOT approver who approved the batch.

Note: For further information on the **Attach Files** and **Upload Files** buttons, see the **Spreadsheet Upload** section of this Job Aid.

5. Scroll down to the **Detail Data** and **Validation** tabs below the Header section.

The **Detail Data** tab displays by default.

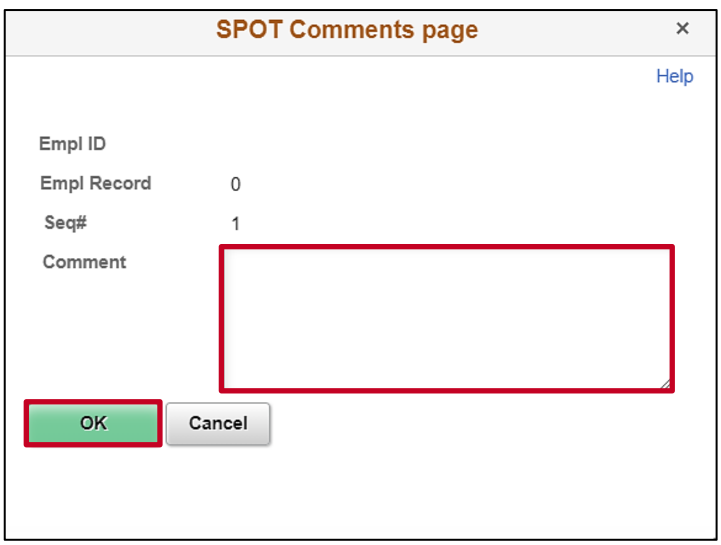


Note: Use the scroll bar at the bottom of the page to move left/right as required.

a. The **Detail Data** tab is used for one-time transactions.
b. The **Validation** tab is used to view the status of validated transactions.

6. Click the **Comments** bubble.

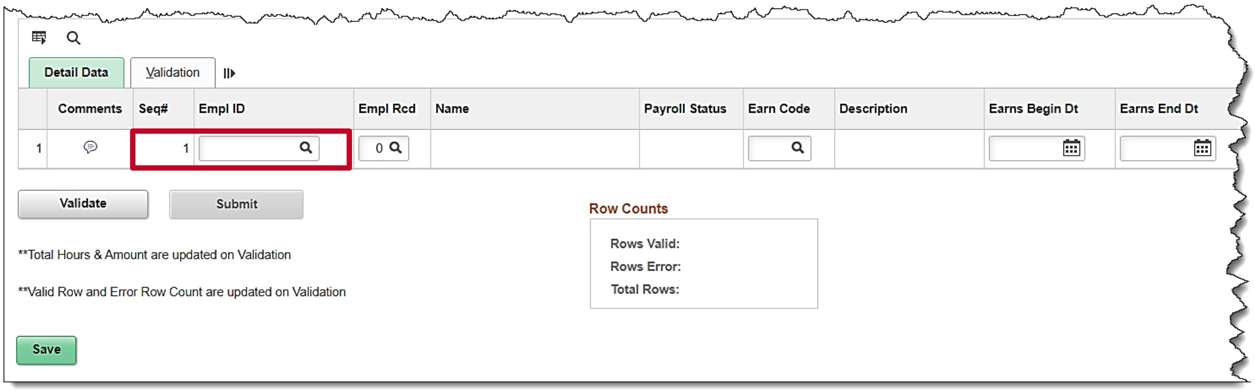
The **SPOT Comments** page displays in a pop-up window.



7. Enter any applicable comments in the **Comment** field, as required.

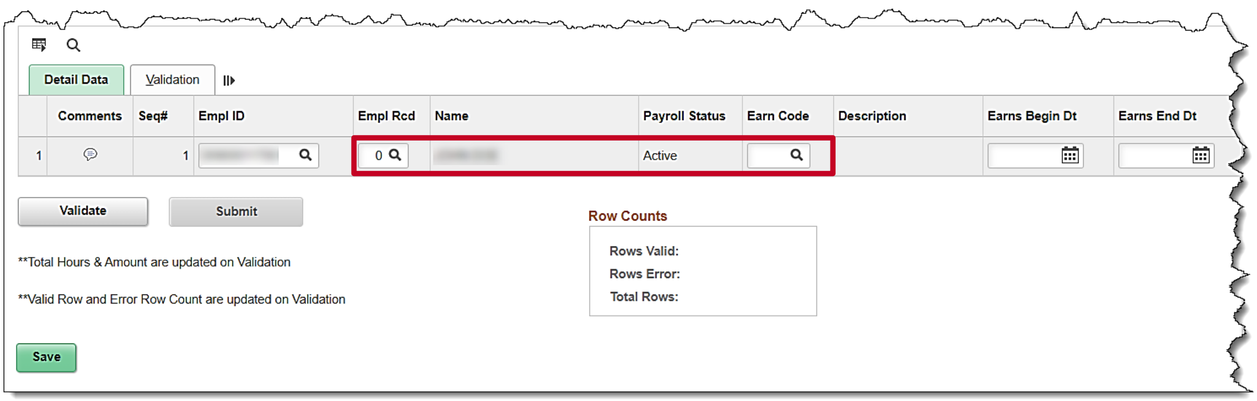
8. Click the **OK** button.

The Detail Data tab returns.



9. The **Seq#** field auto-populates and is read-only.
10. Enter/select the appropriate Employee ID using the **Empl ID** field look-up icon.

The **Detail Data** tab refreshes.

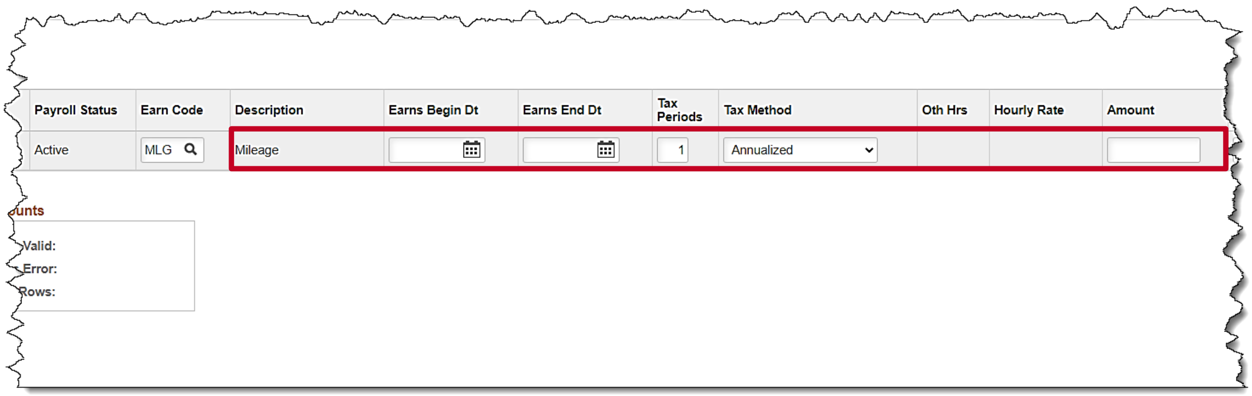


11. Enter/select the applicable Empl Rcd as required using the **Empl Rcd** field look-up icon.
12. Verify the auto-populated Name in the **Name** field.
13. Verify the Payroll Status in the **Payroll Status** field.

    Note: A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is “**Terminated**”.

14. Enter/select the appropriate Earnings Code using the **Earn Code** field look-up icon.

The **Detail Data** tab refreshes.



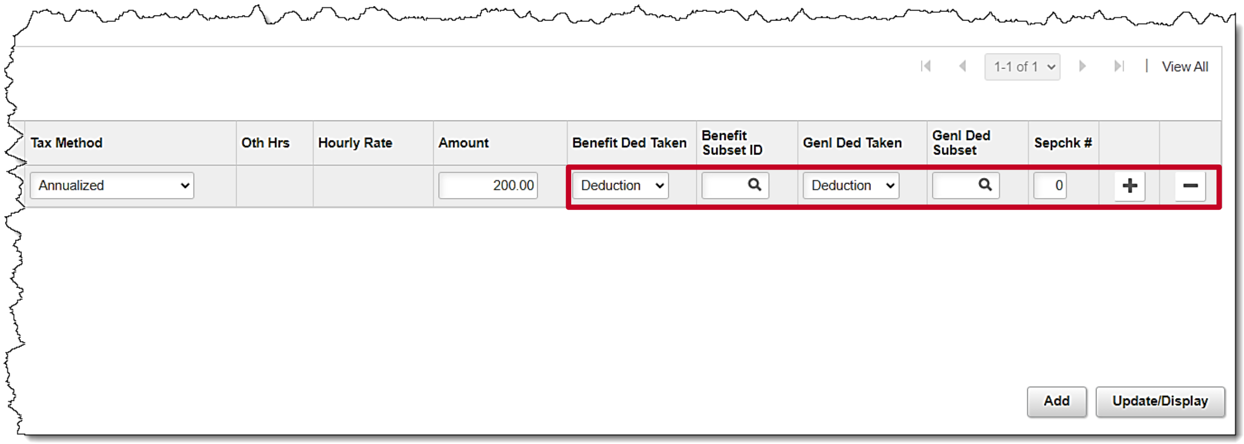
15. Verify the **Description** field correctly auto-populated based off the selected Earnings Code.
16. If the earnings apply to a prior pay period, enter the appropriate Earnings Beginning and End Dates using the **Earns Begin Dt** and **Earns End Dt** calendar icons.
17. The **Tax Periods** field defaults to "**1**" and refers to the number of pay periods covered by the earnings payment.

    Note: The Tax Periods field is used in conjunction with the annualized tax method.
18. Select the appropriate Tax Method using the **Tax Method** field drop-down menu.

    Note: Annualized and Supplemental are the most frequently used tax methods. The Annualized Tax Method multiples the earnings by the pay periods and taxed based upon the annualized amount. (The **Tax Period** field impacts how the earnings are annualized). The Supplemental Tax Method is most often used for bonus payments.
19. Enter the applicable hours in the **Oth Hrs** field to one decimal place (e.g., 8.0).
20. Enter the applicable hourly rate in the **Hourly Rate** field to two decimal places (e.g., 22.55).
21. Enter the applicable amount in the **Amount** field to two decimal places (e.g., 200.00). The amount can be a positive or negative number, based upon the value selected in the **Earn Code** field.

    Note: The **Oth Hrs**, **Hourly Rate**, and **Amount** fields are available only if applicable based upon the value selected in the **Earn Code** field.
22. Scroll to the right, as required.

The remaining fields on the **Detail Data** tab display.



23. Select the appropriate value from the **Benefit Ded Taken** drop-down menu.

    a. **Deduction** – all benefit deductions are taken from the earnings
    b. **None** – no benefit deductions are taken from the earnings
    c. **Subset –** a subset of benefit deductions are taken from the earnings

    Note: A Benefit Subset ID value must be selected in the **Benefit Subset ID** field if the “**Subset**” value is selected in the **Benefit Ded Taken** field. If “**Subset**” was not selected, do not select a value in the **Benefit Subset ID** field and skip to step 25.

24. Enter/select a value using the **Benefit Subset ID** field look-up icon.

    a. **BNS** (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings
    b. **GRN** (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken
    c. **SPT** (SPOT Allow) – Not used by Cardinal
    d. **LVS** (Leave Share) – All deductions will be taken from the earnings

25. Select a value from the **Genl Ded Taken** field drop-down menu.

    a. **Deduction** – all benefit deductions are taken from the earnings
    b. **None** – no benefit deductions are taken from the earnings
    c. **Subset** – a subset of benefit deductions are taken from the earnings

    Note: A General Deduction Subset value must be selected in the **Gen Ded Subset** field if the “**Subset**” value is selected in the **Genl Ded Taken** field. If “**Subset**” was not selected, do not select a value in the **Gen Ded Subset** field and skip to step 28.

26. Enter/select a value using the **Gen Ded Subset** field look-up icon.

    a. **BNS** (Bonus) – Annuity and Deferred Compensation deductions will be taken from the earnings
    b. **GRN** (Garnishment Only) – Garnishment and Garnishment fee deductions will be taken
    c. **SPT** (SPOT Allow) – Not used by Cardinal
    d. **LVS** (Leave Share) – All deductions will be taken from the earnings

27. Update the **Sepchk#** field, as necessary. The **Sepchk#** field defaults to "**0**", indicating the earnings will be added to the employee's next check. Incrementally update this field incrementally by one if the employee requires a separate check(s).

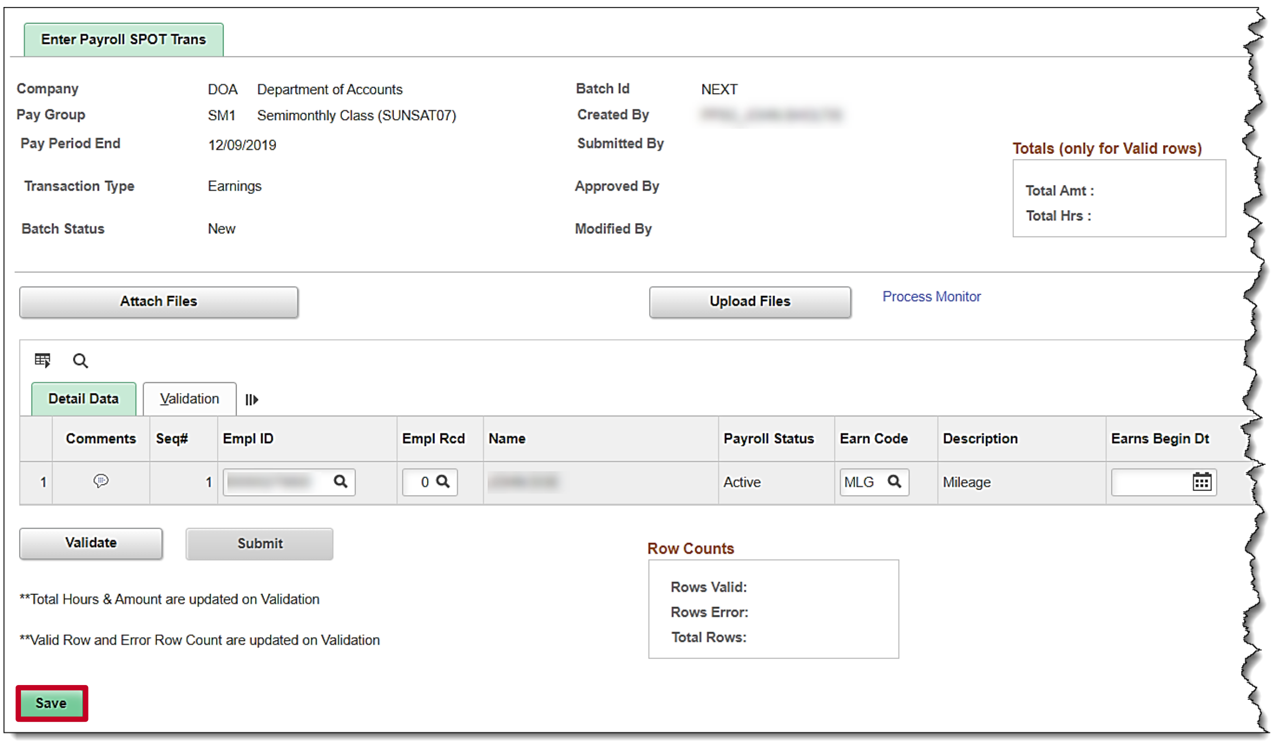
    Note: The **Benefit Deduction Take**n and **General Ded Taken** fields are required if the **Sepchk#** field is updated with any number except "**0**".

28. Click the **Add a Row** icon (**+**) to add an additional item. Repeat steps 5 – 28 until all SPOT earnings transactions are added.

29. Click the **Delete a Row** icon (**-**) to delete a line.

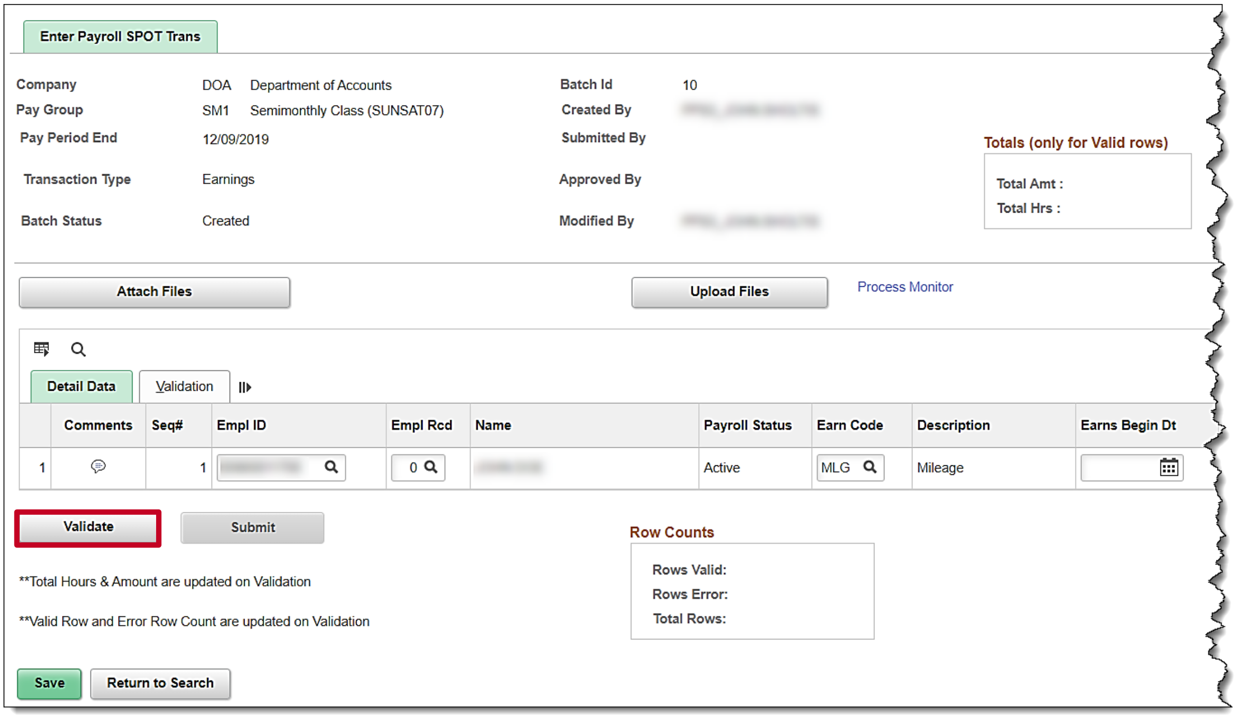
    Note: Submit a help desk ticket to delete a line that has already been saved.

30. Scroll to the left, as required.



31. Click the **Save** button.

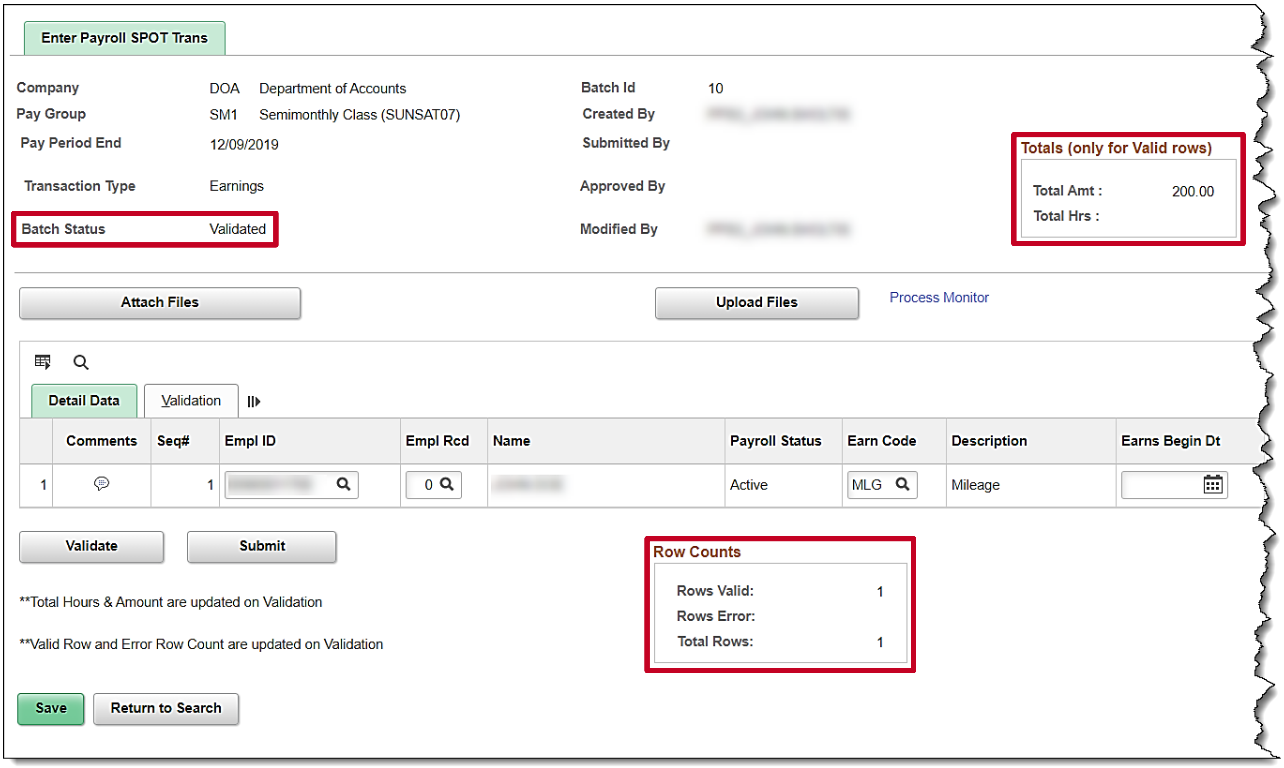
The **Enter SPOT Transactions** page refreshes.



Note: After a batch is saved, additional items can still be added as necessary.

32. Verify the **Batch ID** field populates with a number (“**10**” in the example above).
33. Verify the **Batch Status** field updates to “**Created**”.
34. Click the **Validate** button to validate individual fields as well as combinations of fields.

The **Enter SPOT Transactions** page refreshes.



35. The **Batch Status** updates to **Validated**.

36. The **Totals (only for Valid rows)** section provides a summary of:

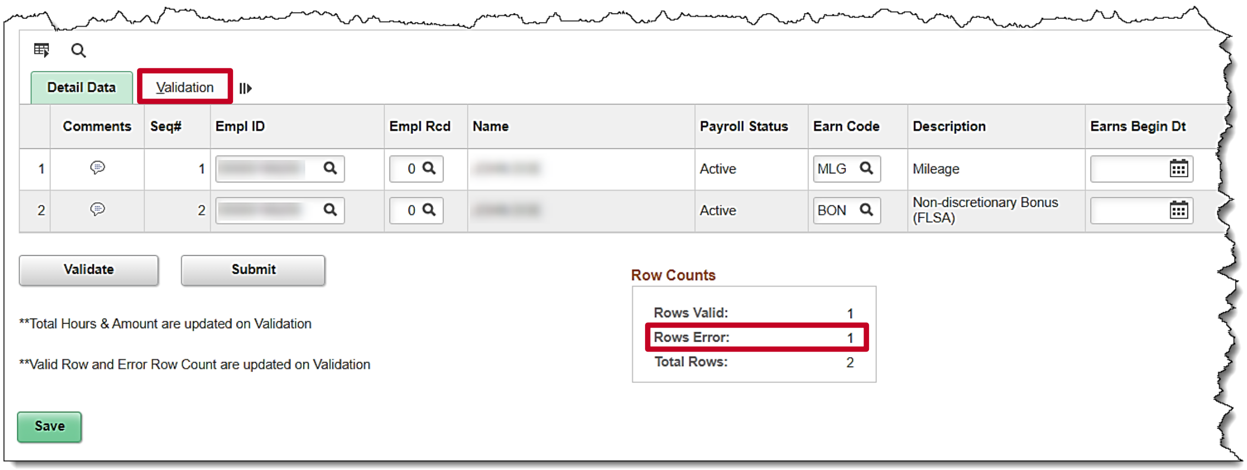
    a. **Total Amt** – sum of the values entered in the **Amount** field for the batch
    b. **Total Hrs** – sum of the values entered in the **Oth Hrs** field for the batch

37. The **Row Counts** section provides a summary of:

    a. **Rows Valid** – the number of valid rows in the batch
    b. **Rows Error** – the number or rows in the batch containing errors
    c. **Total Rows** – total number of rows in the batch (sum of **Rows Valid** and **Rows Error** fields)

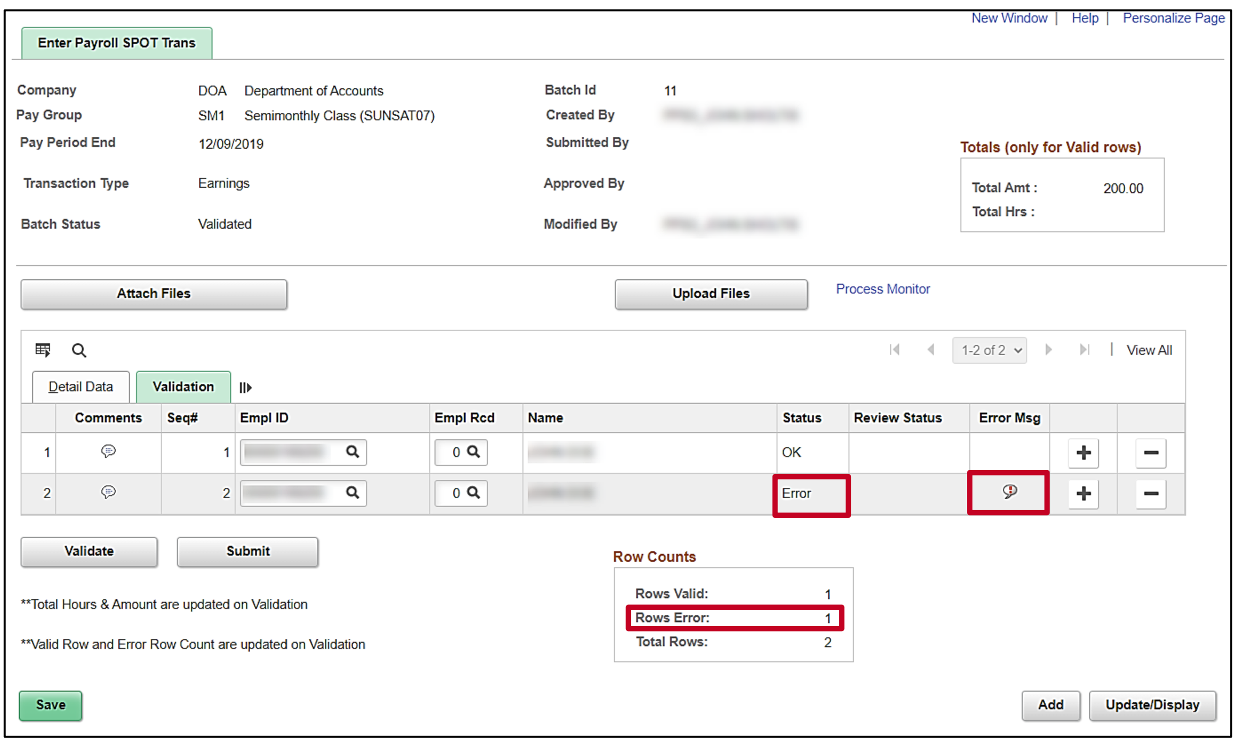
38. If the **Rows Error** field is blank, indicating all rows are valid, skip to Step 49.

The screenshot below provides an example of a batch that contains an error.



39. If the **Rows Error** field populates with a number, indicating at least one row is not valid, click the **Validation** tab.

The **Validation** tab displays.

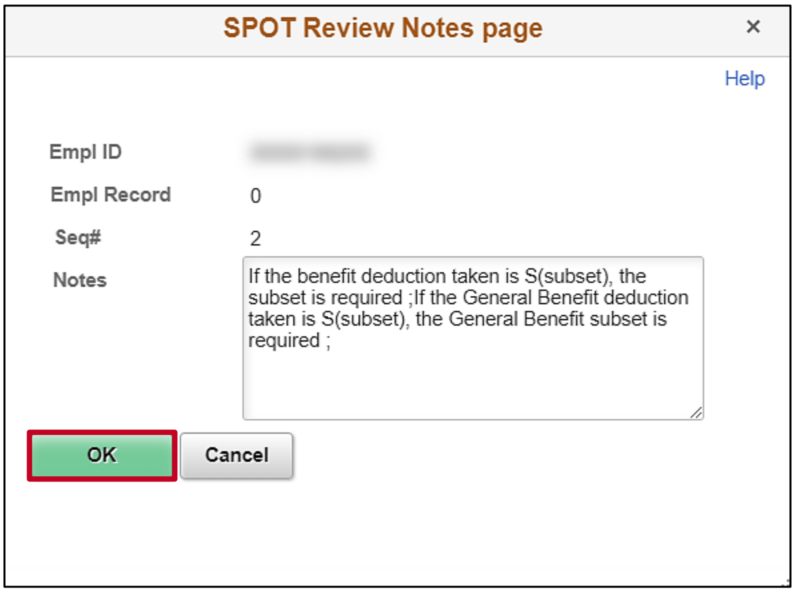


- The **Validation** tab displays the status of every line within a batch and an error message for lines that are not valid.
- The **Status** field displays one of two statuses:
  - **OK** – no errors
  - **Error** – issue with line

- If there is an error during validation, the **Row Counts** section displays the number of lines with an error in the **Rows Error** field, the **Status** field populates with "**Error**" for all lines containing an error, and a bubble populates in the **Error Msg** field for all lines containing an error.

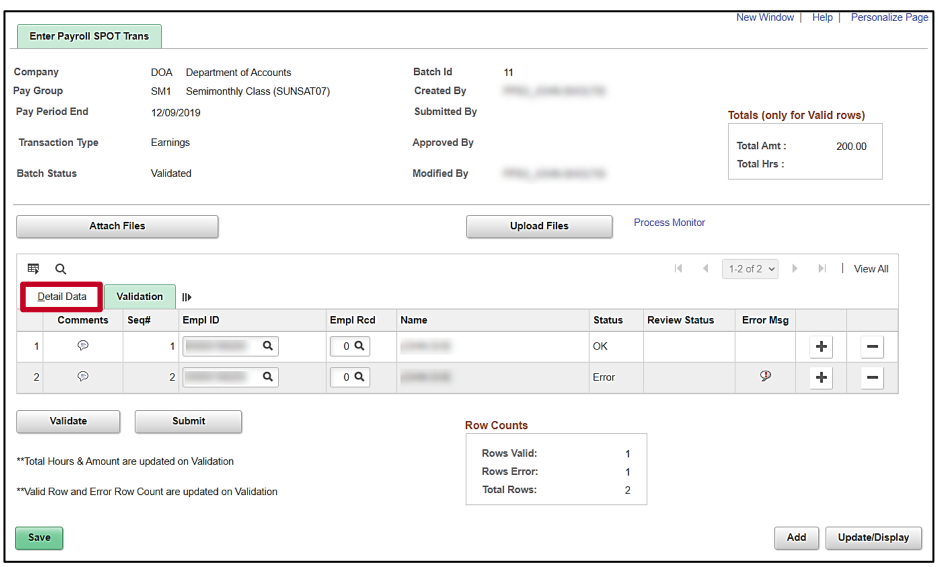
40. Click the **Bubble** icon in the **Error Msg** field to view the error message.

The **SPOT Review Notes Page** pop-up window displays.



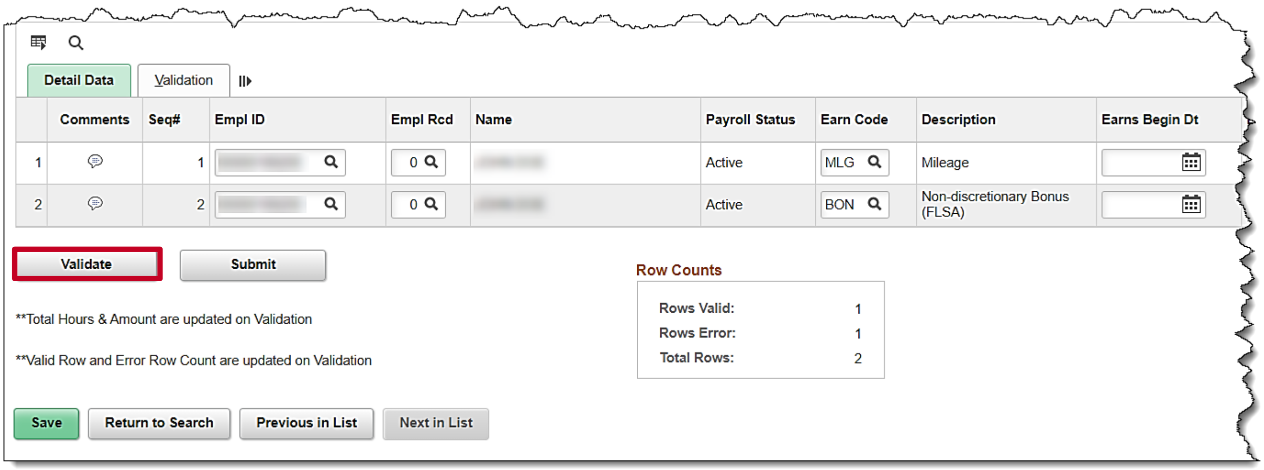
41. Read through the **Notes** field and click the **OK** button.

The **Validation** tab returns.



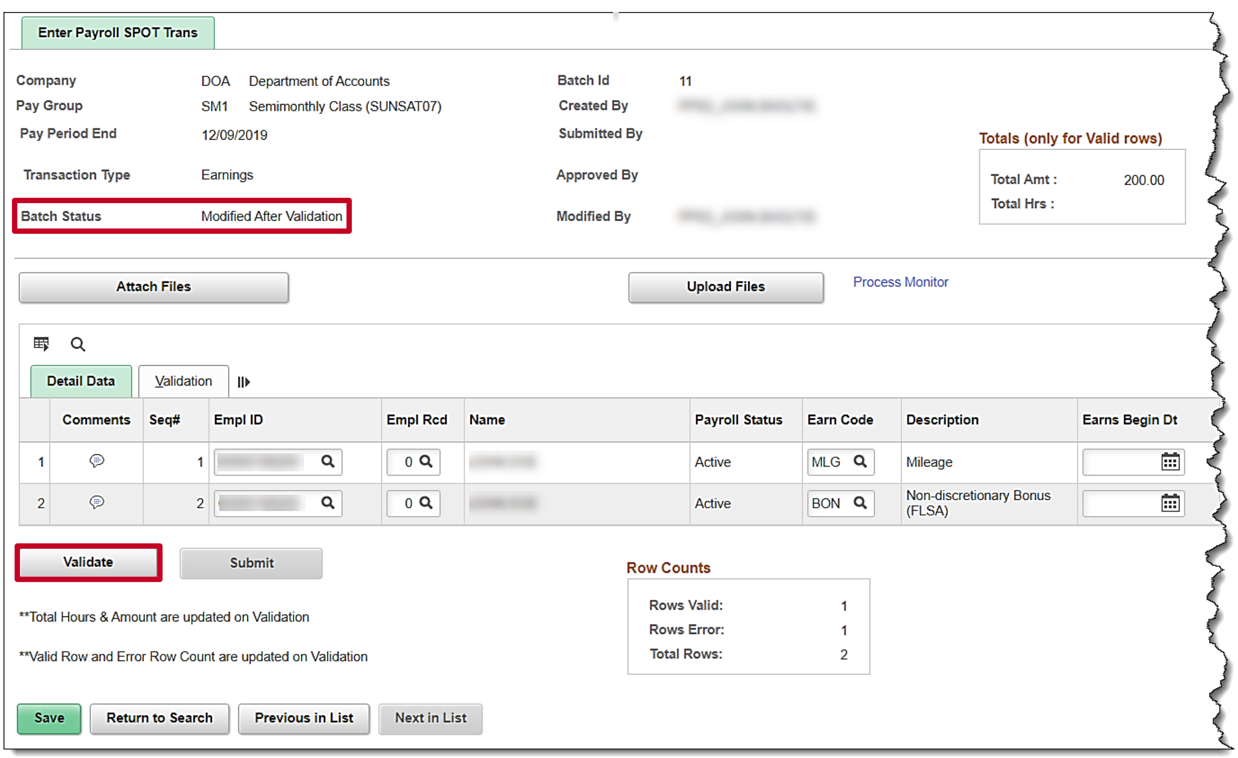
42. Click the **Detail Data** tab.

The **Detail Data** tab returns.



43. Update the applicable fields to correct the identified errors.
44. Click the **Save** button.

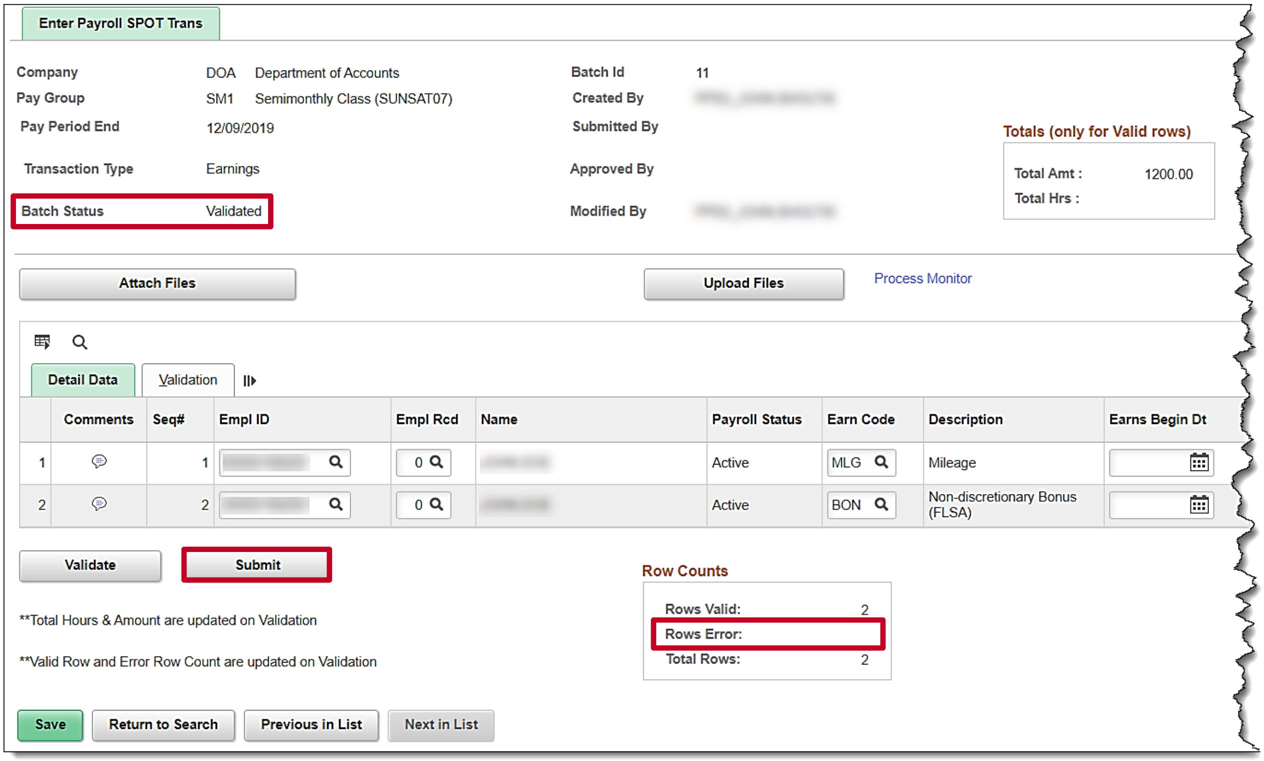
The **Enter SPOT Transactions** page refreshes.



Note: All line items in a batch must pass validation before the batch can be submitted for approval. The **Submit** button is not enabled until all lines are validated.

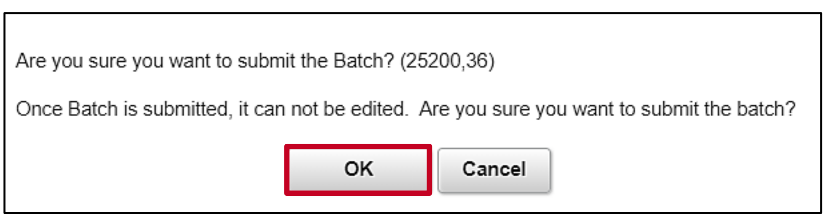
45. Verify the **Batch Status** field updates to “**Modified After Validation**”.
46. Click the **Validate** button.

The **Enter SPOT Transactions** page refreshes.



47. Verify the **Batch Status** field updates to "**Validated**".
48. Verify the **Rows Error** field is blank, indicating all errors have been fixed.
49. Click the **Submit** button to submit the batch for review.

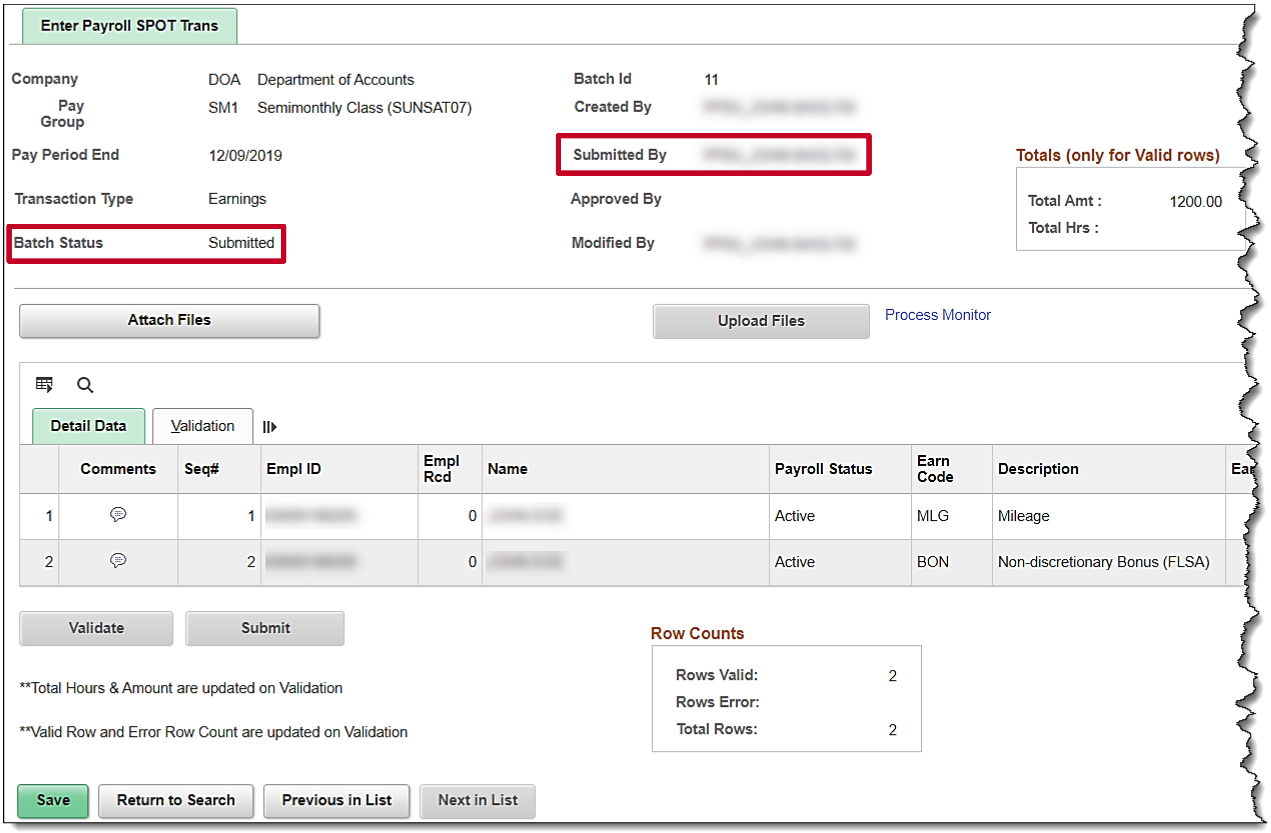
A **Confirmation Message** displays in a pop-up window.



50. Click the OK button to submit the batch for review.

    Note: A batch cannot be edited after it is submitted.

The **Enter SPOT Transactions** page returns.

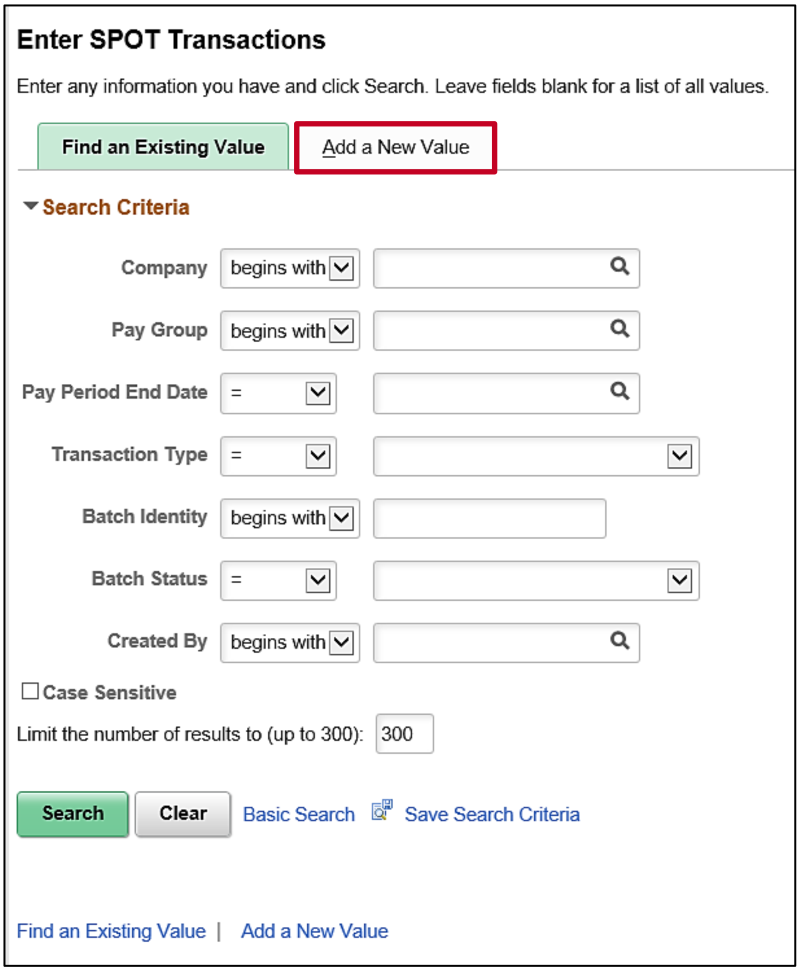


51. Verify the **Batch Status** field updates to “**Submitted**”.
52. Verify the **Submitted By** field updates to your information.

Enter a Deduction Transaction in SPOT

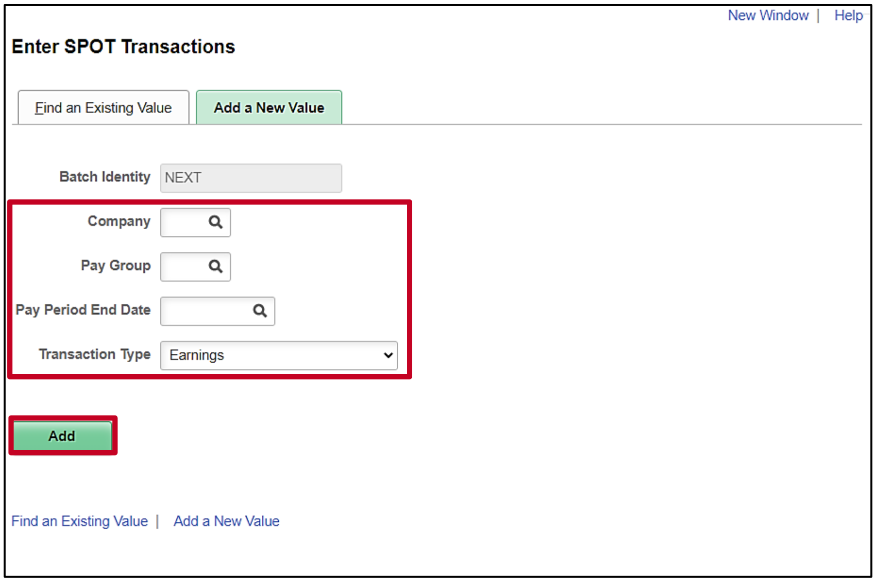
1. Navigate to the **Enter SPOT Transactions** page using the following path:

   Navigator > Payroll for North America > Payroll Process USA > Create and Load Paysheets > Enter SPOT Transactions



2. Click the **Add a New Value** tab.

The **Add a New Value** tab displays.

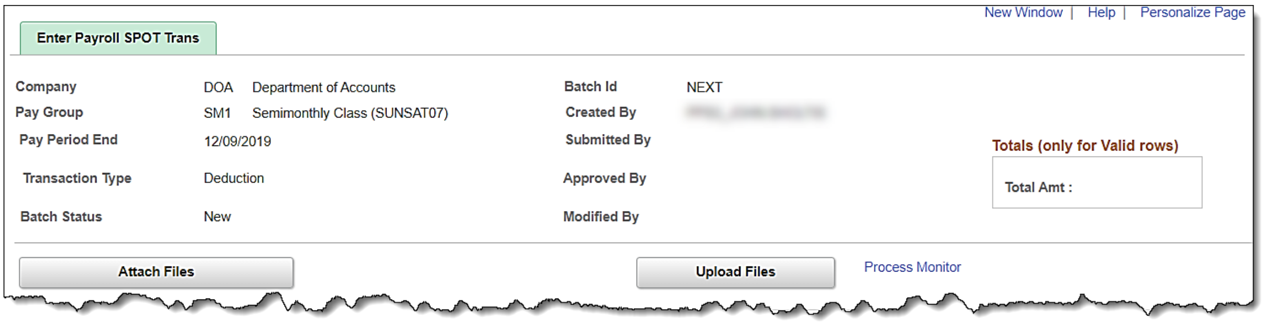


The following table provides a brief description of each field within the **Add a New Value** tab:

Field	Description
Batch Identity	Defaults to **NEXT**. This number will automatically generate when the batch is saved.
Company	Select your company. If you have access to enter transactions for multiple companies, select the appropriate company.
Pay Group	Select the appropriate employee(s) pay group(s).
Pay Period End Date	Select the appropriate transaction's pay period end date (the pop-up window will only show pay periods that have not been confirmed).
Transaction Type	Select the appropriate type of transaction. • **Earnings** – earnings in addition to time and labor or additional pay (typically one time or amounts that vary from pay period to pay period). • **Deductions** – deduction overrides, extra deductions or deduction refunds.

3. Enter/select the appropriate values in the **Company**, **Pay Group**, and **Pay Period End Date** fields.
4. Enter/select "**Deductions**" in the **Transaction Type** field.
5. Click the **Add** button.

The **Enter SPOT Transactions** page refreshes with the **Enter Payroll SPOT Trans** tab displayed.



Note: The **Header** section populates with the information previously entered on the **Add a New Value** tab.

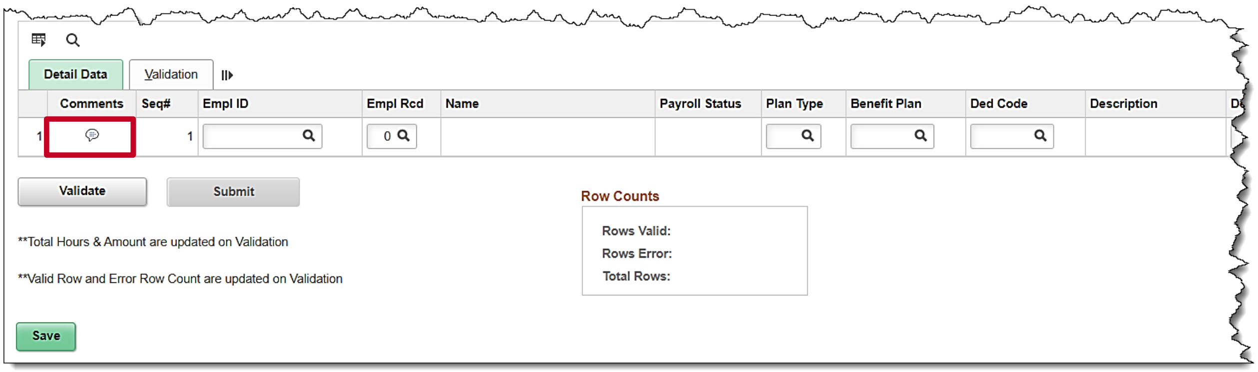
The following table provides a brief description of additional fields included in the **Header** section of the **Enter Payroll SPOT Trans** tab:

Field	Description
Batch Status	Updates based on actions taken to the batch. Batch statuses include: • **New** – when a new batch is initiated. • **Created** – when the batch is saved. • **Validated** – when the batch is validated. • **Modified after Validation** – when the batch is changed after validation • **Submitted** – when the batch is submitted for approval. • **In Review** – when the approver is reviewing the batch for approval. • **Closed** – after the approver has submitted the batch to payroll.
Batch ID	Defaults to "**NEXT**"; automatically updates when the batch is submitted.
Created By	Displays the name of the Payroll Administrator who created the batch.
Submitted By	Displays the name of the Payroll Administrator who submitted the batch.
Approved By	Displays the name of the SPOT approver who approved the batch.

Note: For further information on the **Attach Files** and **Upload Files** buttons, see the **Spreadsheet Upload** section of this Job Aid.

6. Scroll down to the **Detail Data** and **Validation** tabs below the Header section.

The **Detail Data** tab displays by default.

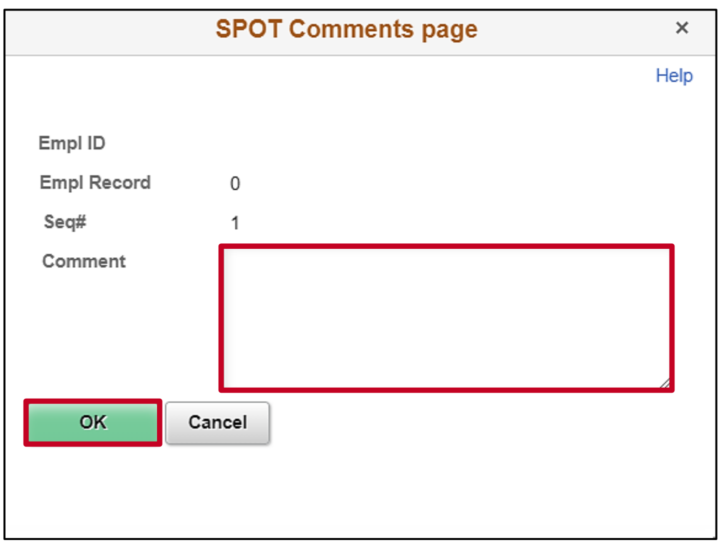


Note: Use the scroll bar at the bottom of the page to move left/right as required.

a. The **Detail Data** tab is used for one-time transactions.
b. The **Validation** tab is used to view the status of validated transactions

7. Click the **Comments** bubble.

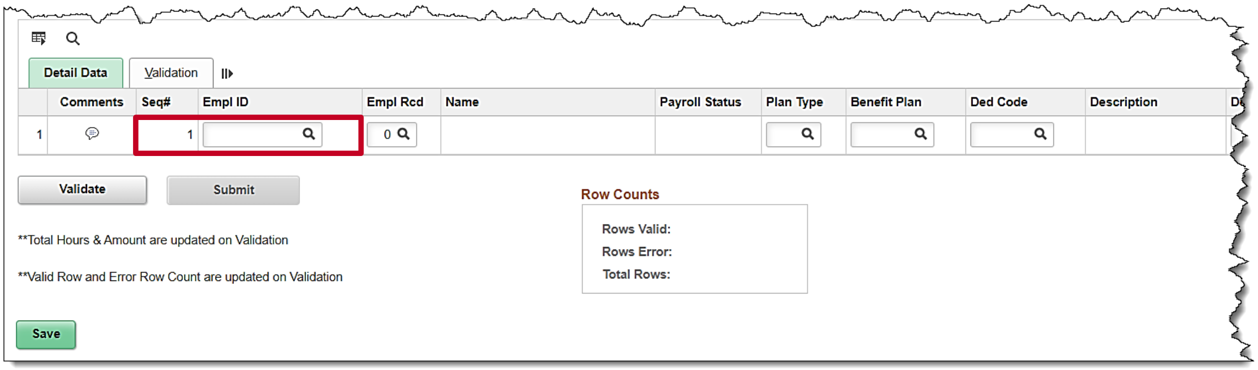
The **SPOT Comments** page displays in a pop-up window.



8. Enter any applicable comments in the **Comment** field, as required.

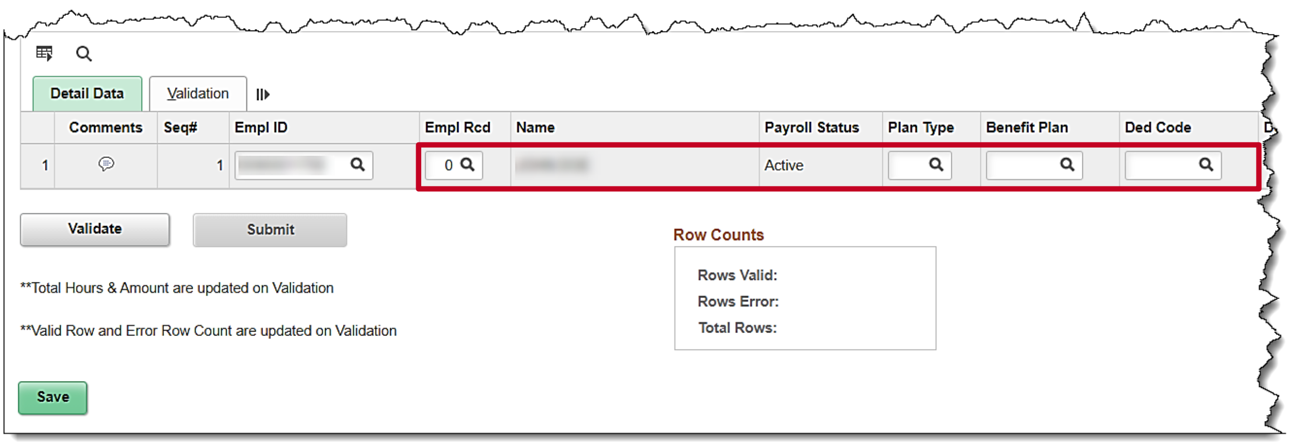
9. Click the **OK** button.

The **Detail Data** tab returns.



10. The **Seq#** field auto-populates and is read-only.
11. Enter/select the appropriate Employee ID using the **Empl ID** field look-up icon

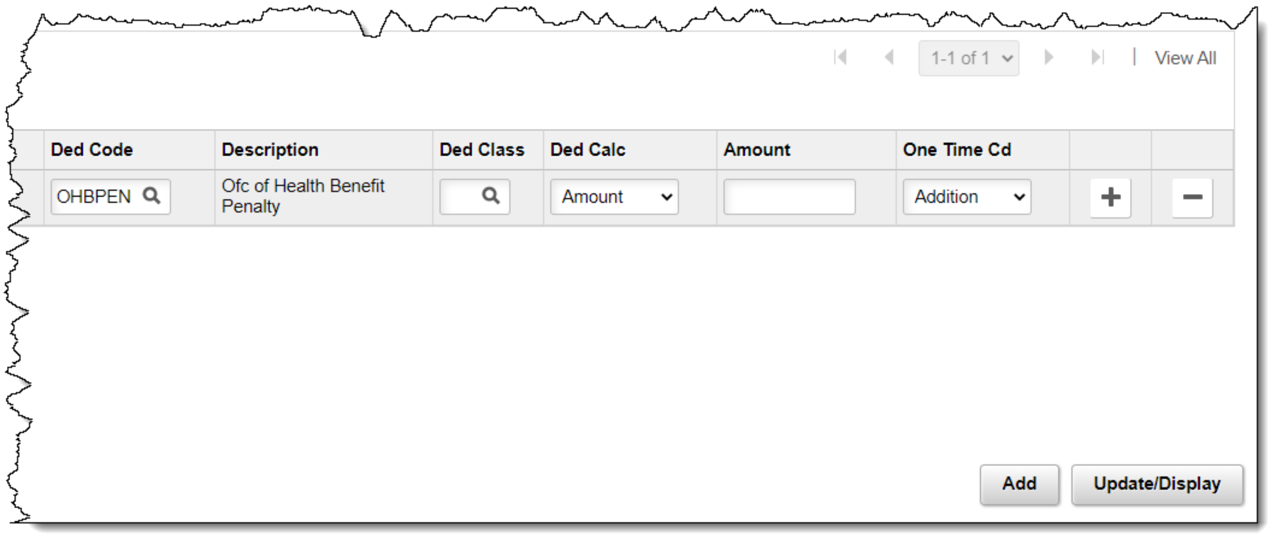
The **Detail Data** tab refreshes.



12. Enter/select the applicable Employee Record as required using the **Empl Rcd** field look-up icon.
13. Verify the auto-populated Name in the **Name** field.
14. Verify the Payroll Status in the **Payroll Status** field.

    Note: A Paysheet is created for pending SPOT transactions during the SPOT load if the Payroll Status is "**Terminated**".
15. Enter/select the appropriate Plan Type using the **Plan Type** field look-up icon.
16. Enter/select the appropriate Benefit Plan using the **Benefit Plan** field look-up icon.
17. Enter/select the appropriate Deduction Code using the **Ded Code** field look-up icon.

The **Detail Data** tab refreshes.



18. Verify the auto-populated Deduction Code Description in the **Description** field.

19. Select the appropriate Deduction Classification using the **Ded Class** field look-up icon. The following values are available, but only valid values for the Deduction Code display:

    a. Before-Tax
    b. After-Tax
    c. Non-Taxable
    d. Tax Ben
    e. Taxable

20. Select the appropriate Deduction Calculation option using the **Ded Calc** drop-down menu.

    Note: The option "**Amount**" is typically selected. Confirm with SPO prior to selecting any Deduction Calculation option other than "**Amount**".

21. Enter the appropriate Deduction Amount to two decimal places (e.g., 200.00) in the **Amount** field. The Deduction Amount can be either a positive or negative number.

22. Select the appropriate One Time Code using the **One Time Cd** drop-down menu. The following options are available

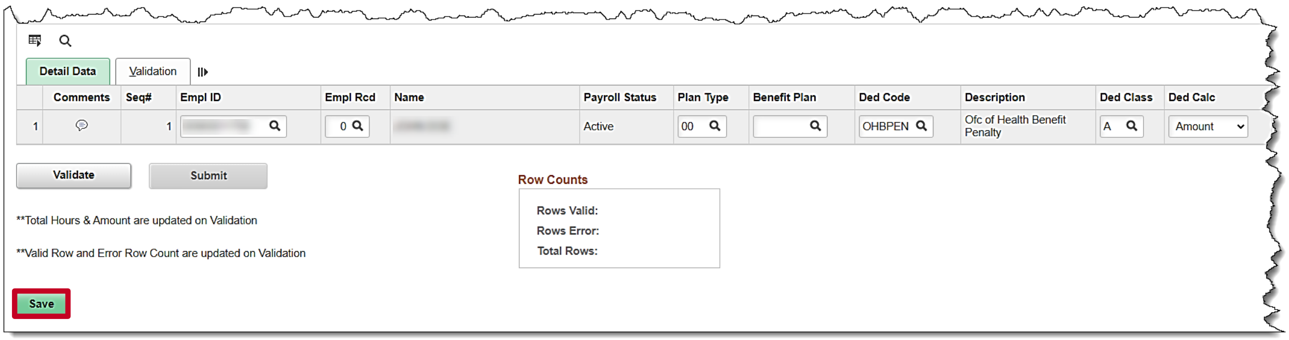
    a. Addition – Add to the current deduction(s)
    b. Arrs Paybk – Not used by Cardinal
    c. Override – Alter amount that would have been deducted
    d. Refund – Amount due back to the employee; **DO NOT** enter a negative value in the **Amount** field if this option is selected

23. Click the **Add a Row** icon (**+**) to add an additional item. Repeat steps 5 – 28 until all SPOT earnings transactions are added.

24. Click the **Delete a Row** icon (**-**) to delete a line.

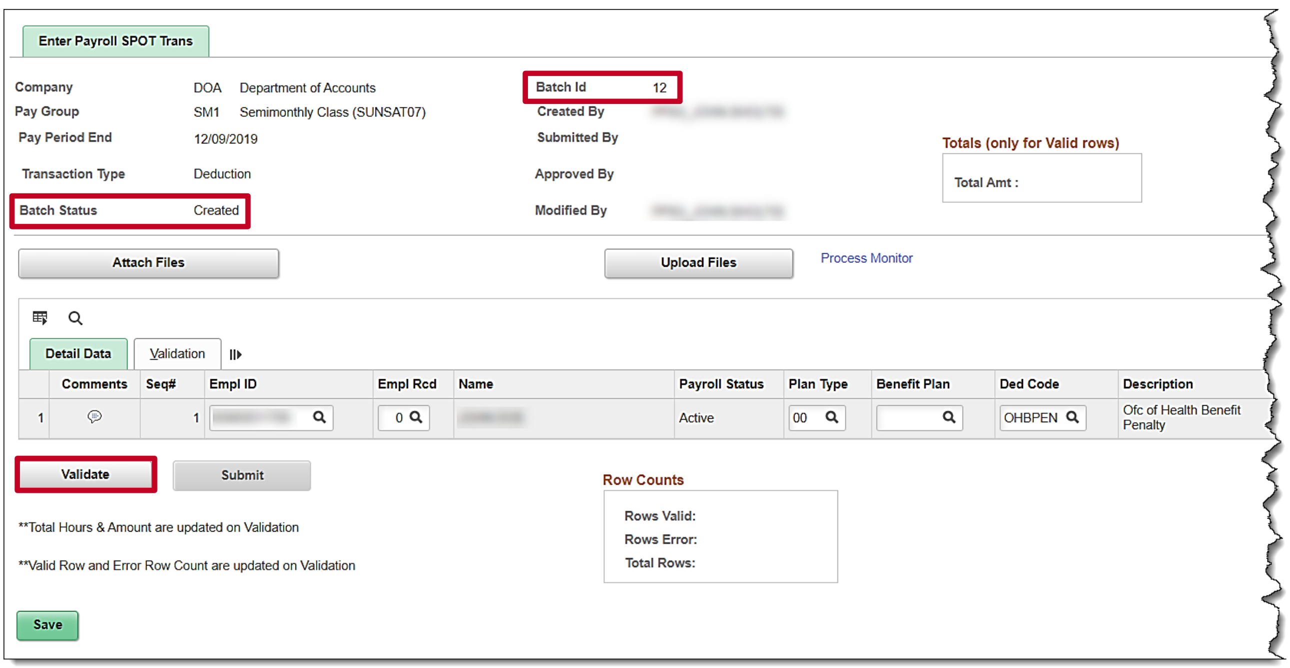
Note: Submit a help desk ticket to delete a line that has already been saved.

25. Scroll to the left, as required.



26. Click the **Save** button.

The **Enter SPOT Transactions** page refreshes.



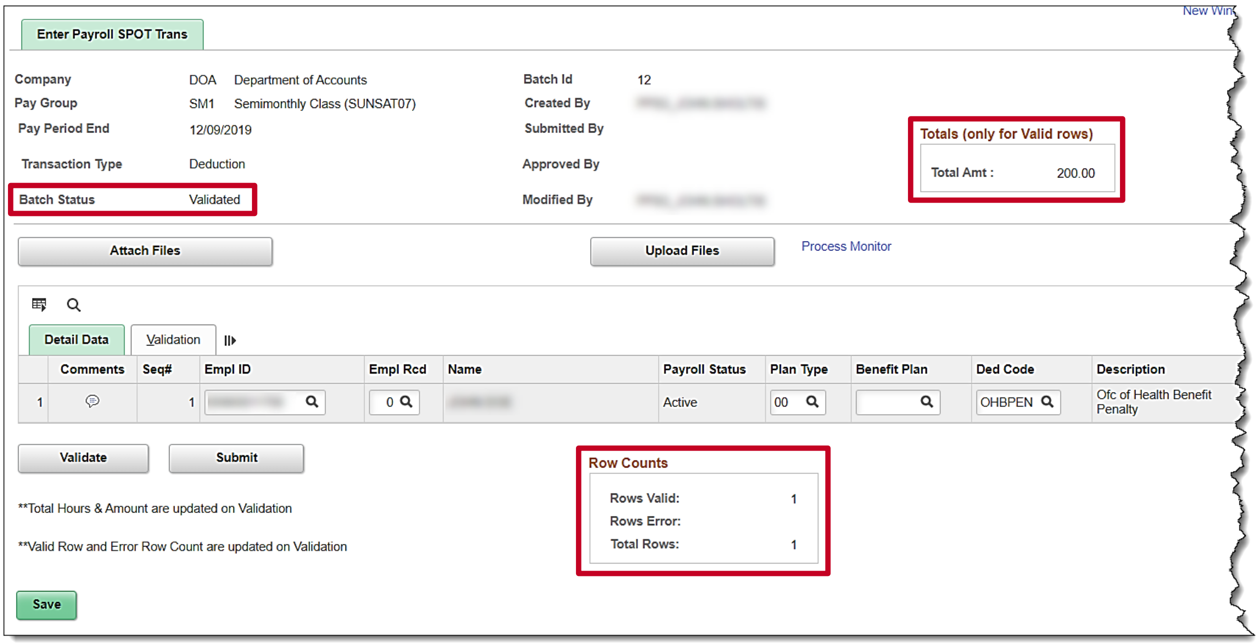
Note: After a batch is saved, additional items can still be added as necessary.

27. Verify the **Batch ID** field populates with a number (“**12**” in the example above).

28. Verify the **Batch Status** field updates to “**Created**”.

29. Click the **Validate** button to validate individual fields as well as combinations of fields.

The **Enter SPOT Transactions** page refreshes.



30. Verify the **Batch Status** updated to **Validated**.

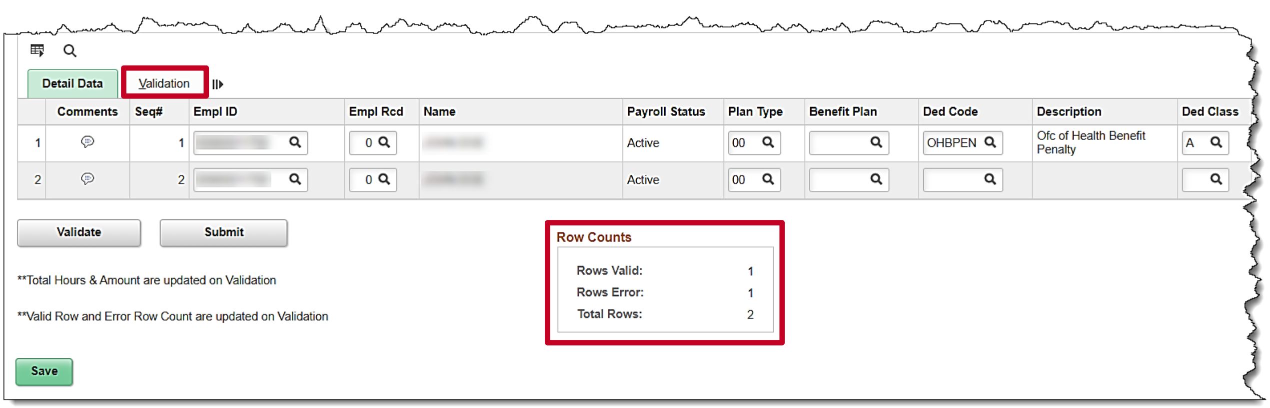
31. The **Totals (only for Valid rows)** section provides a summary of the sum of the values entered in the **Amount** field for the batch.

32. The **Row Counts** section provides a summary of:

    a. **Rows Valid** – the number of valid rows in the batch
    b. **Rows Error** – the number or rows in the batch containing errors
    c. **Total Rows** – total number of rows in the batch (sum of **Rows Valid** and **Rows Error** fields)

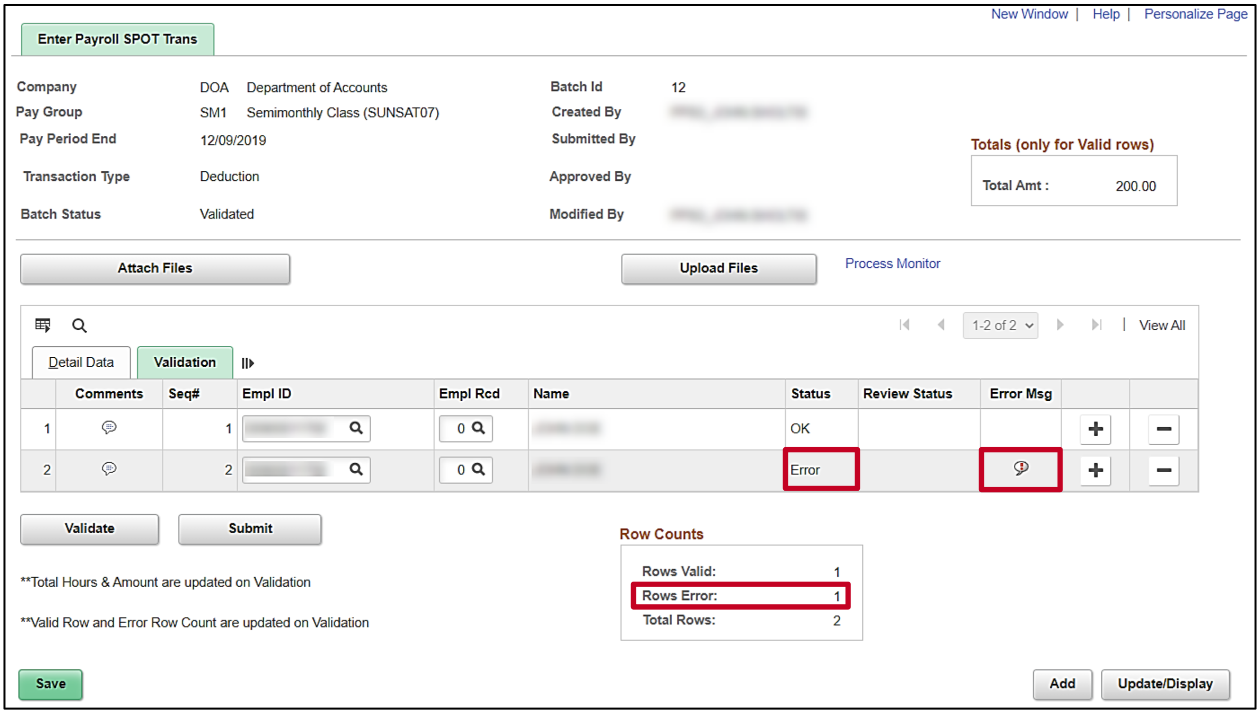
33. If the **Rows Error** field is blank, indicating all rows are valid, skip to Step 43.

The screenshot below provides an example of a batch that contains an error.



34. If the **Rows Error** field populates with a number, indicating at least one row is not valid, click the **Validation** tab.

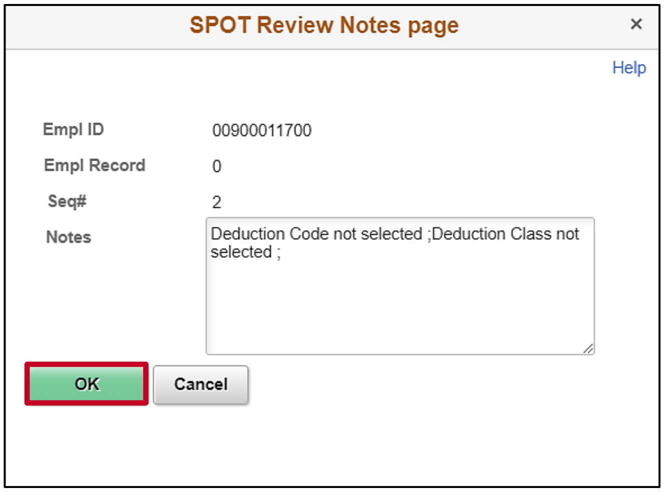
The **Validation** tab displays.



- The **Validation** tab displays the status of every line within a batch and an error message for lines that are not valid.
- The **Status** field displays one of two statuses:
  - **OK** – no errors
  - **Error** – issue with line
- If there is an error during validation, the **Row Counts** section displays the number of lines with an error in the **Rows Error** field, the **Status** field populates with “**Error**” for all lines containing an error, and a bubble populates in the **Error Msg** field for all lines containing an error.

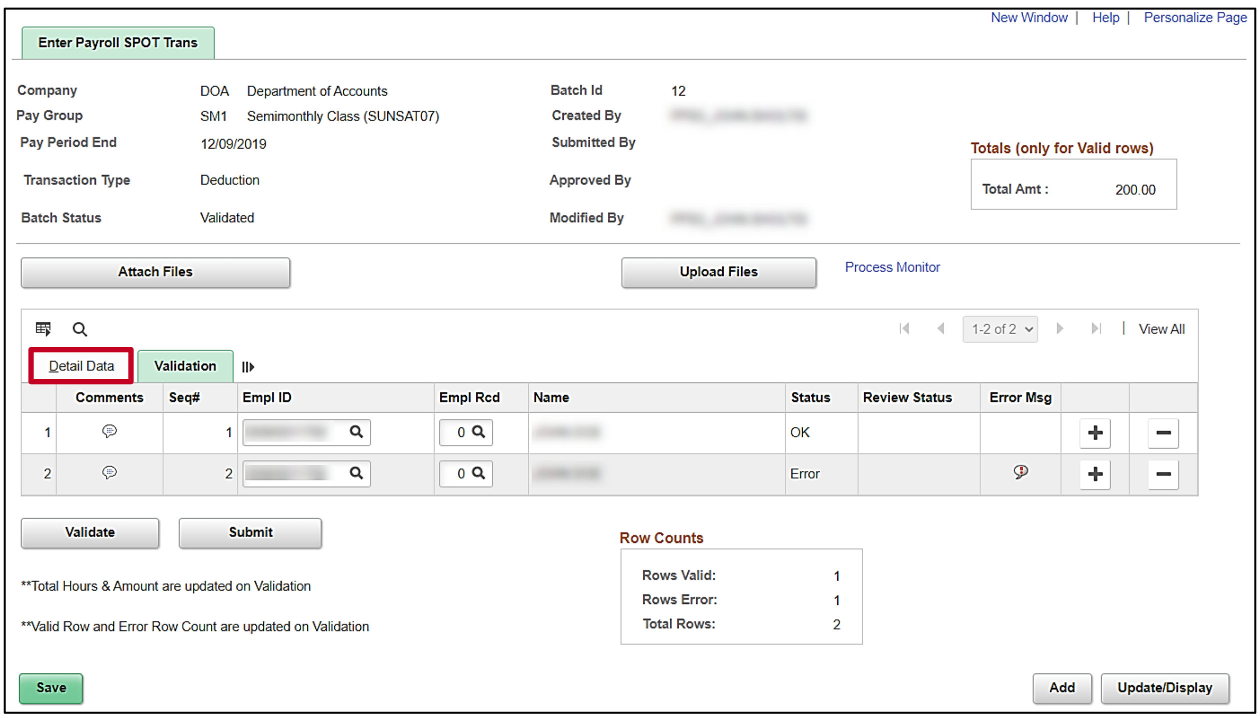
35. Click the **Bubble** icon in the **Error Msg** field to view the error message.

The **SPOT Review Notes Page** pop-up window displays.

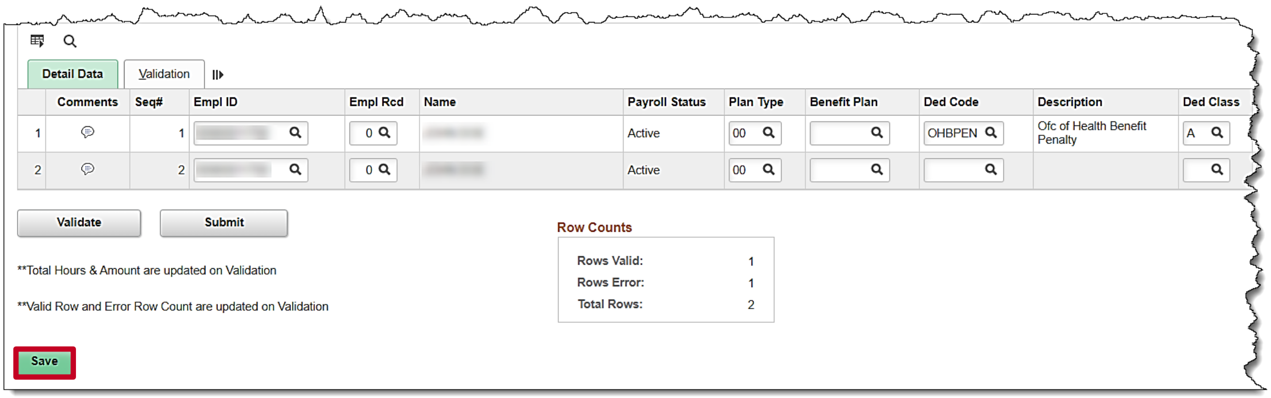


36. Read through the **Notes** field and click the **OK** button.

The **Validation** tab returns.

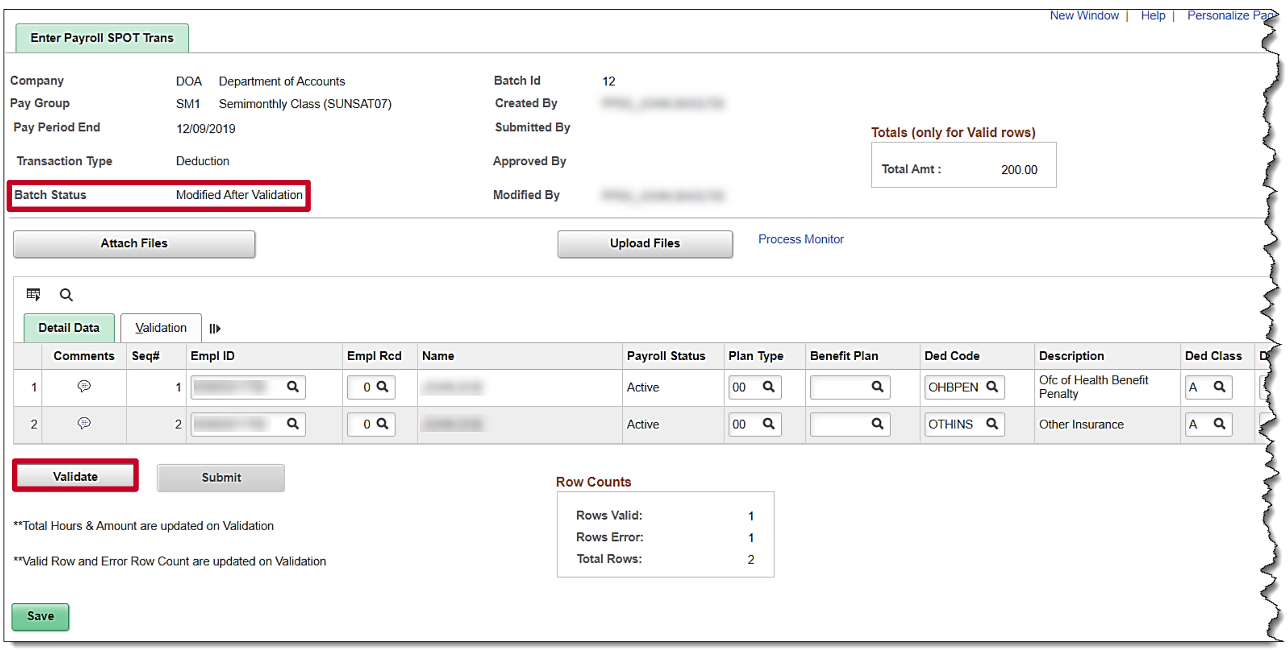


The **Detail Data** tab returns.



37. Update the applicable fields to correct the identified errors.
38. Click the **Save** button.

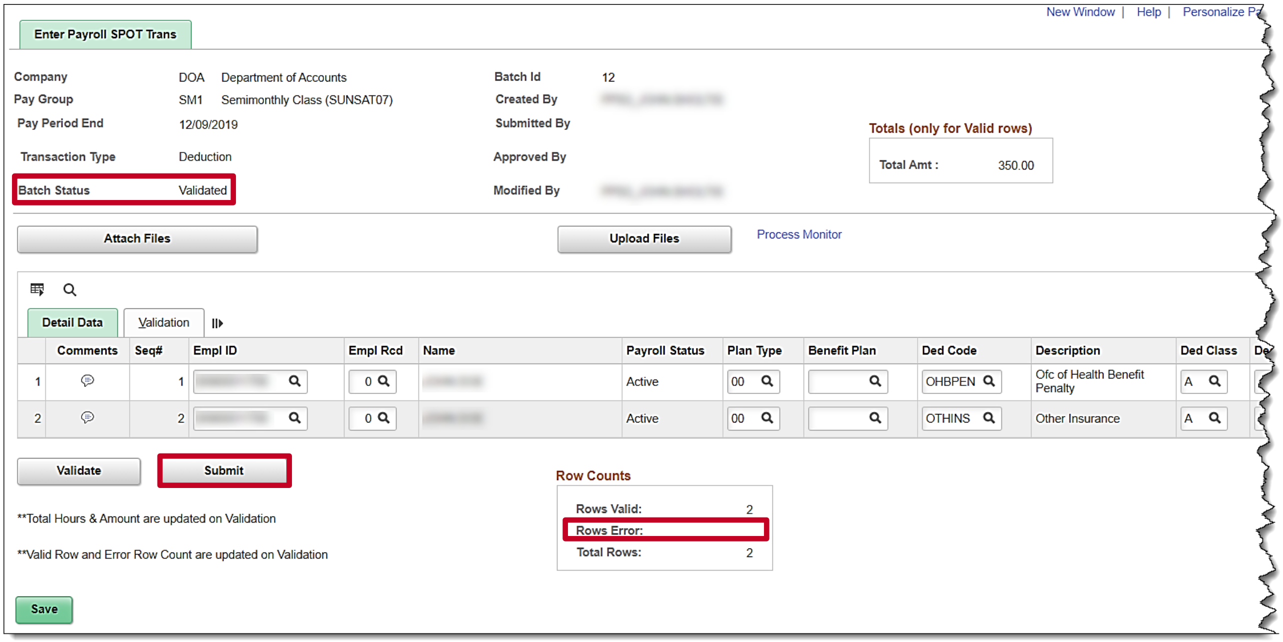
The **Enter SPOT Transactions** page refreshes.



Note: All line items in a batch must pass validation before the batch can be submitted for approval. The **Submit** button is not enabled until all lines are validated.

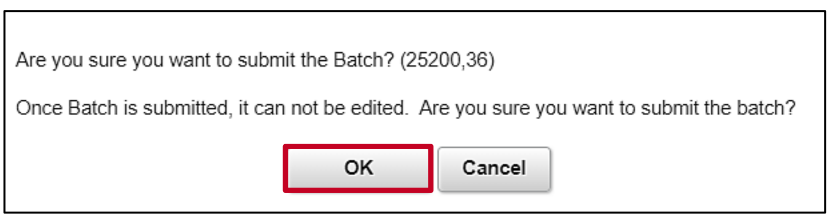
39. Verify the **Batch Status** field updates to "**Modified After Validation**".
40. Click the **Validate** button.

The **Enter SPOT Transactions** page refreshes.



41. Verify the **Batch Status** field updates to “**Validated**”.
42. Verify the **Rows Error** field is blank, indicating all errors have been fixed.
43. Click the **Submit** button to submit the batch for review.

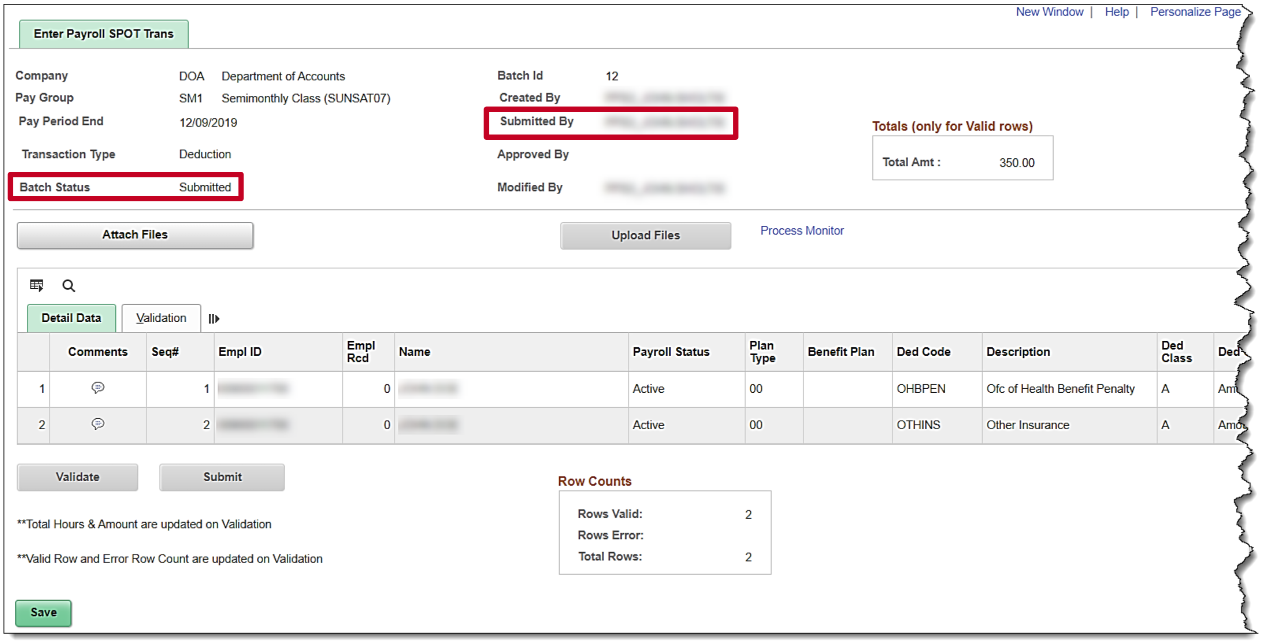
A **Confirmation Message** displays in a pop-up window.



44. Click the **OK** button to submit the batch for review.

    Note: A batch cannot be edited after it is submitted.

The **Enter Spot Transactions** page returns.



45. Verify the **Batch Status** field updates to “**Submitted**”.
46. Verify the **Submitted By** field updates to your information.

SPOT Template Upload Process

The SPOT Template Upload process can be used to enter a large volume of transactions into SPOT. There are two Template Uploads:

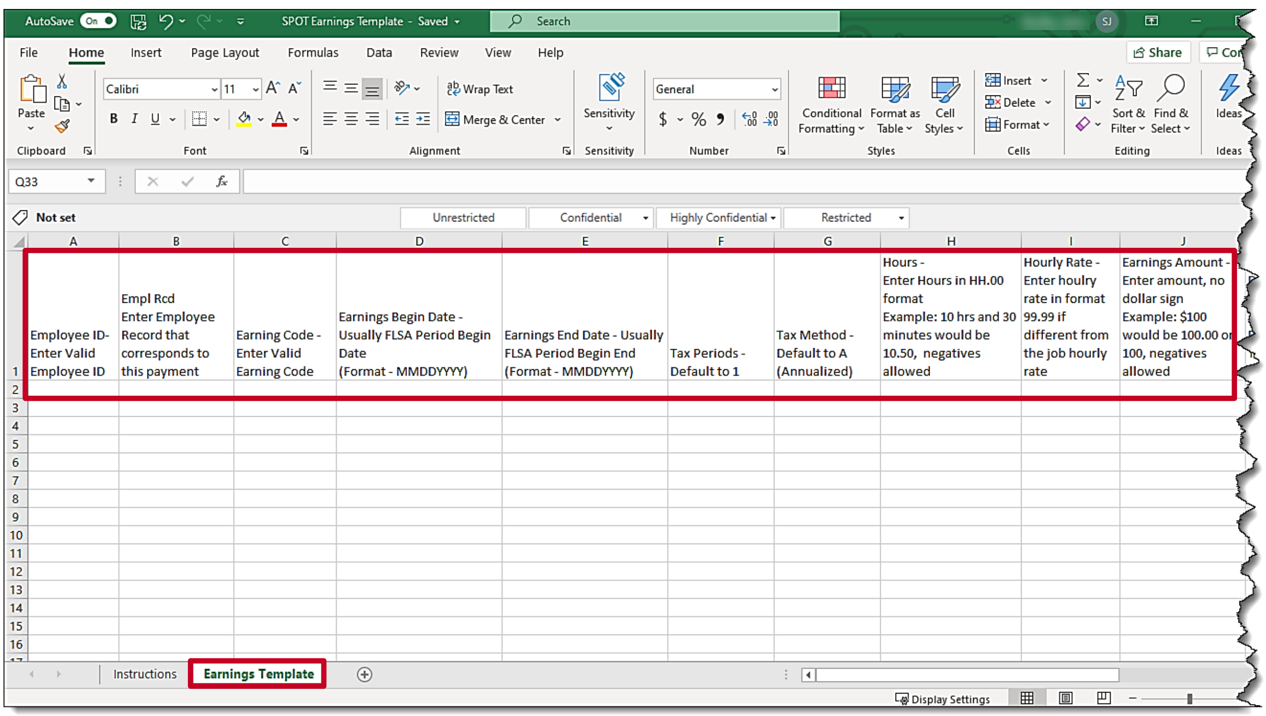
- Earnings
- Deductions

The templates are located on the Cardinal website.

Note: At this time, batches should not exceed more than 100 lines. If you have more than 100 lines to upload you will need to upload it as a separate batch.

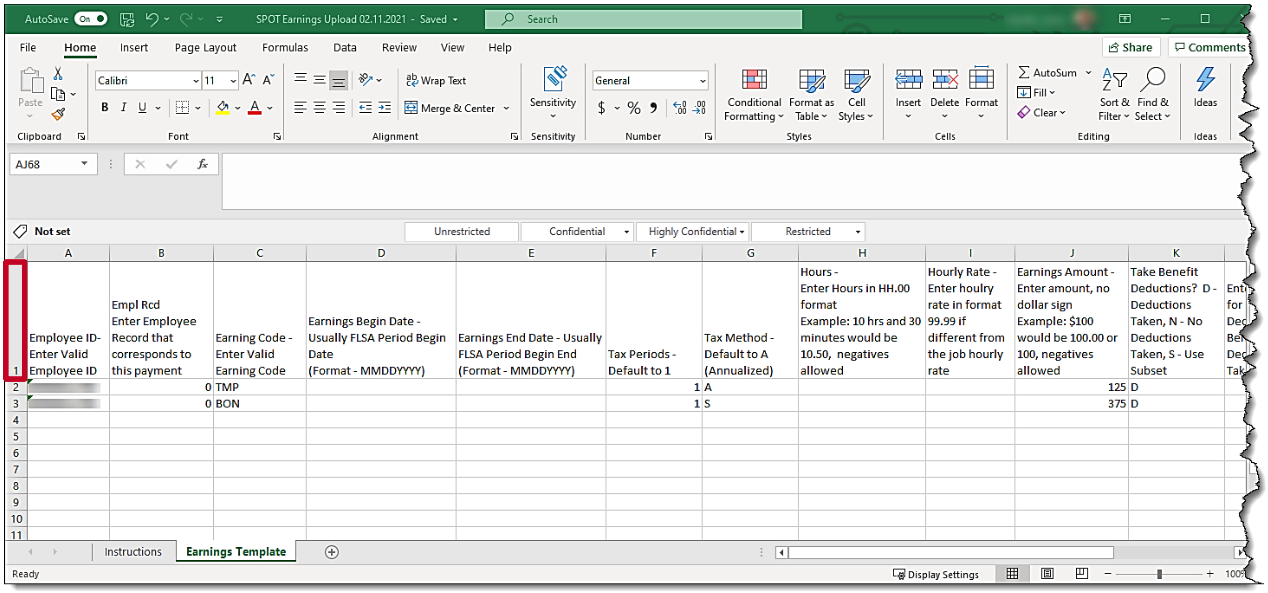
1. Download and open the appropriate SPOT Upload Template. (The **SPOT Earnings Template** file is used in this example).

The **SPOT Earnings [or Deductions] Template** opens with the **Earnings [or Deductions] Template** workbook displayed by default.

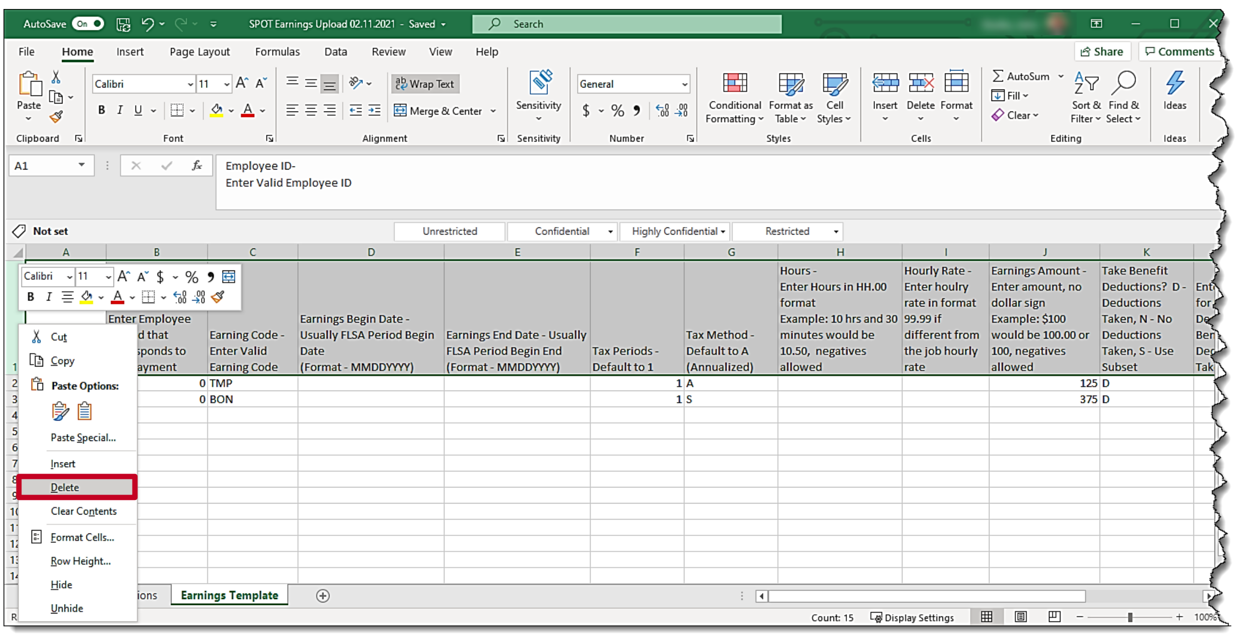


2. Click the **Earnings [or Deductions] Template** workbook if it is not displayed by default.

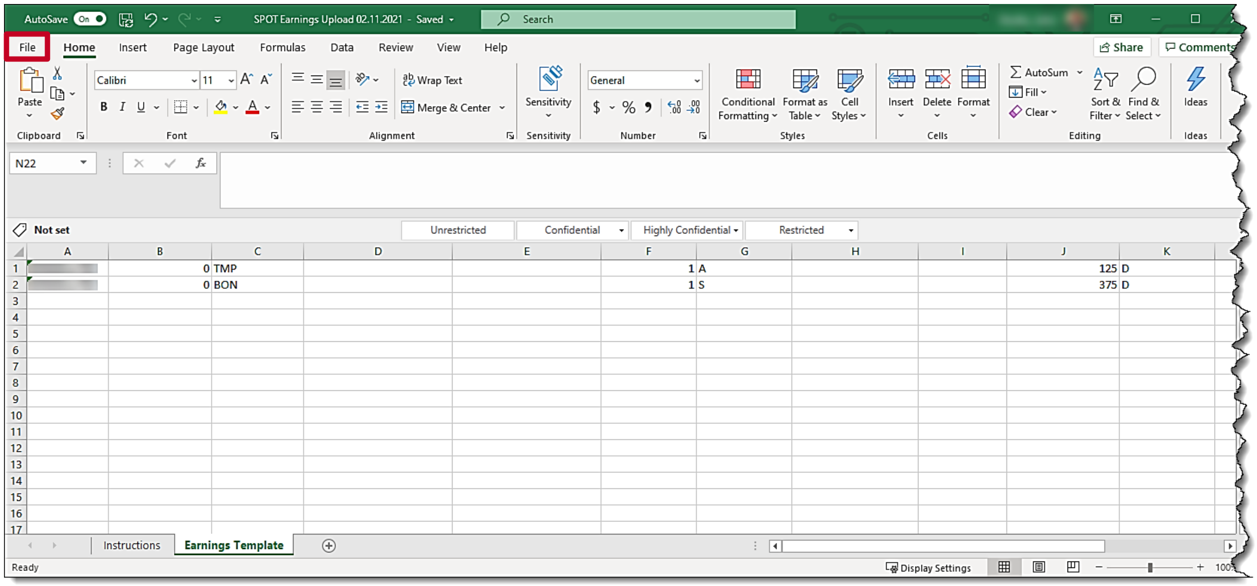
3. Enter the transactions starting in **Row 2** on the template following the instructions listed in the **Header Row** (**Row 1**).



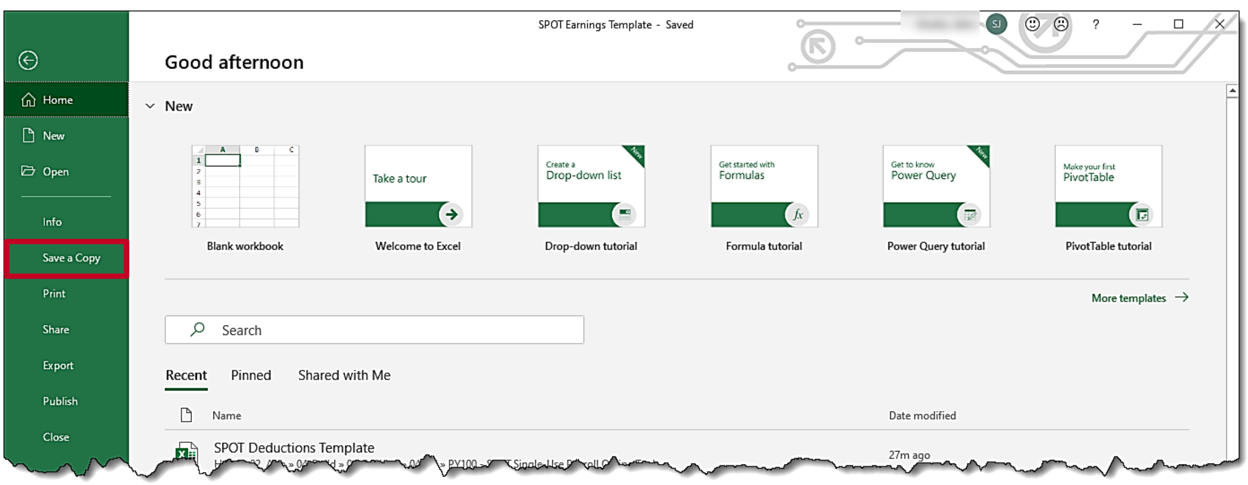
4. Use the mouse or track pad and right click in cell labeled "**1**" to select the entire **Header** row.



5. Click the **Delete** option from the drop-down menu to delete the entire **Header** row.



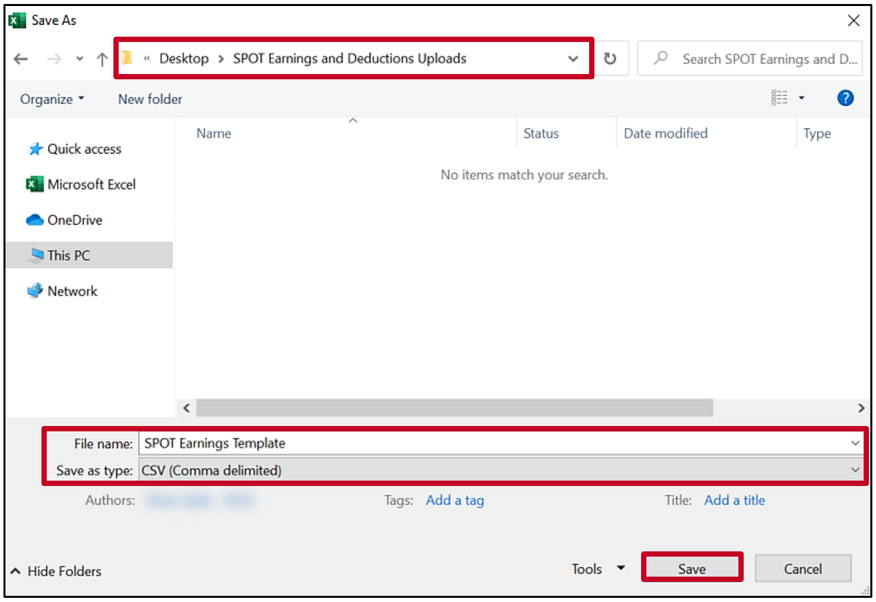
6. Click the **File** button from the Ribbon.



7. Click the **Save a Copy** or **Save As** button.

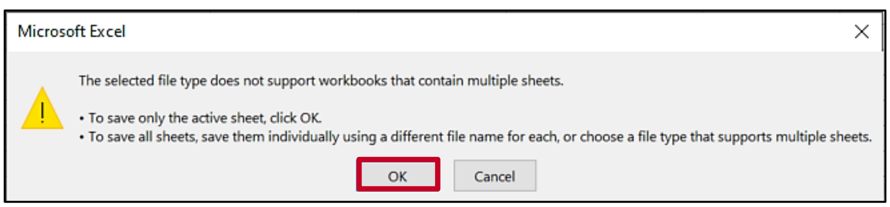
Note: The button name depends upon the version of Microsoft Excel and personalized settings loaded on your computer, but the functionality is the same.

The **Save As** pop-up window displays.



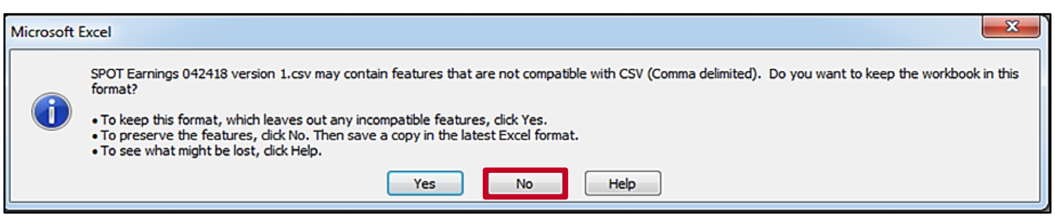
8. Select a destination using the Save Destination drop-down menu.
9. Enter a unique name for the file in the **File name** field.
10. Select **CSV (Comma Delimited)** from the **Save as type** drop-down menu.
11. Click the **Save** button.

A **Microsoft Excel Warning Message** displays.



12. Click the **OK** button.

A second **Microsoft Excel Warning Message** displays.

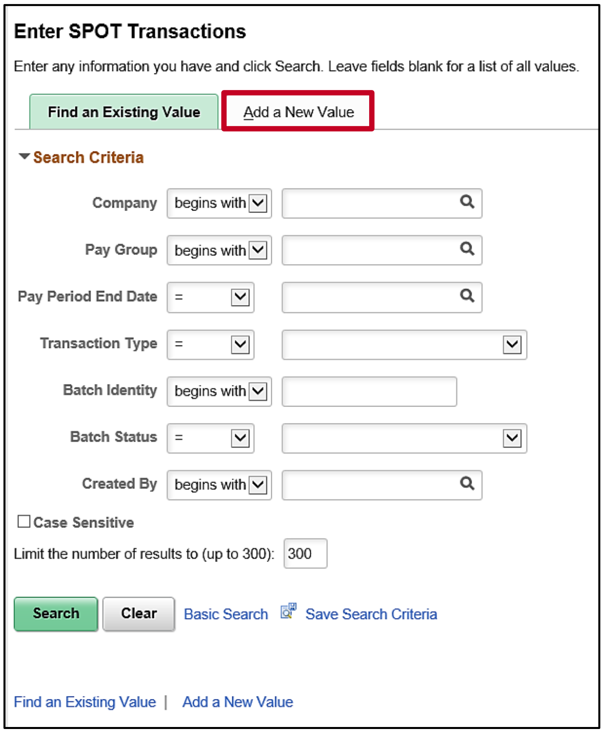


13. Click the **No** button.

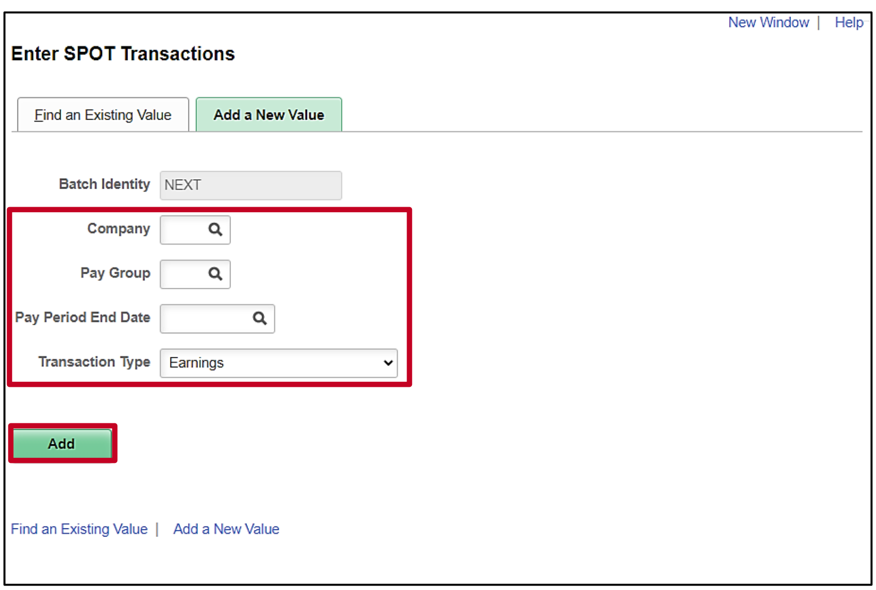
    Note: The file is now saved and ready to be uploaded.

14. Navigate to the **Enter SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Process USA > Create and Load Paysheets > Enter SPOT Transactions



15. Click the **Add a New Value** tab.



The following table provides a brief description of each field within the **Add a New Value** tab:

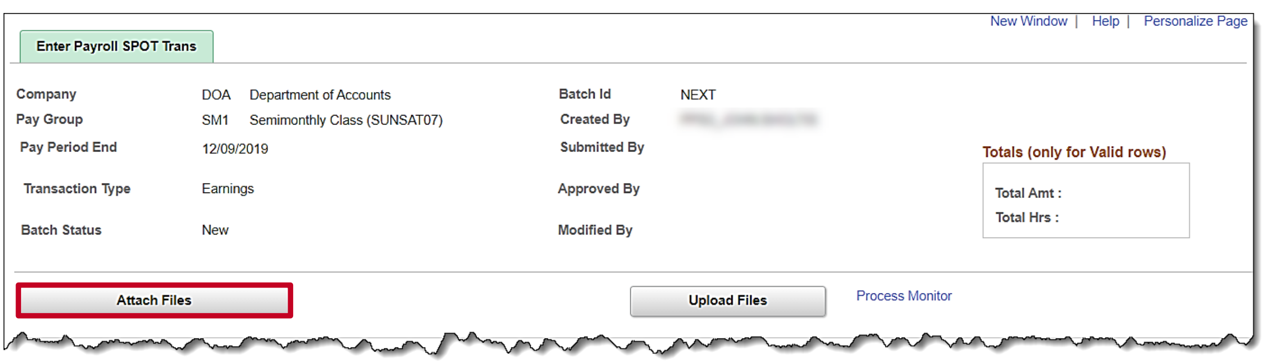
Field	Description
Batch Identity	Defaults to **NEXT**. This number will automatically generate when the batch is saved.
Company	Select your company. If you have access to enter transactions for multiple companies, select the appropriate company.
Pay Group	Select the appropriate employee(s) pay group(s).
Pay Period End Date	Select the appropriate transaction's pay period end date (the pop-up window will only show pay periods that have not been confirmed).
Transaction Type	Select the appropriate type of transaction. • **Earnings** – earnings in addition to time and labor or additional pay (typically one time or amounts that vary from pay period to pay period). • **Deductions** – deduction overrides, extra deductions or deduction refunds.

16. Enter/select the appropriate values in the **Company, Pay Group, Pay Period End Date**, and **Transaction Type** fields.

    Note: This Job Aid shows an **Earnings** transaction, but there is no difference between an **Earnings** and **Deductions** transaction through the mass upload technique.

17. Click the **Add** button.

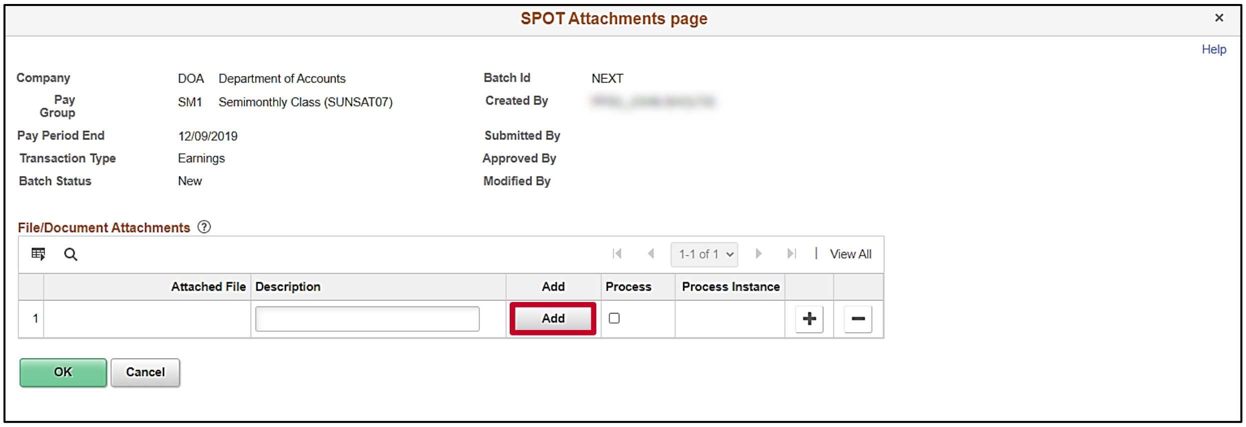
The **Enter SPOT Transactions** page refreshes with the **Enter Payroll SPOT Trans** tab displayed.



Note: The **Header** section populates with the information previously entered on the **Add a New Value** tab.

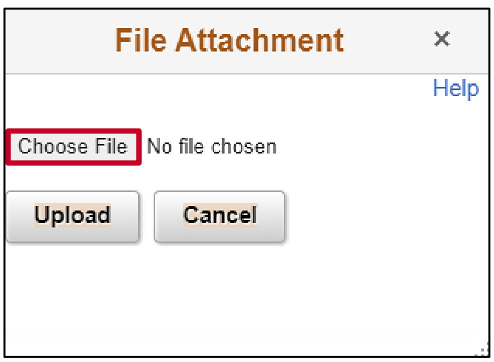
18. Click the **Attach Files** button.

19. The **SPOT Attachments** page pop-up window displays.



20. Click the **Add** button.

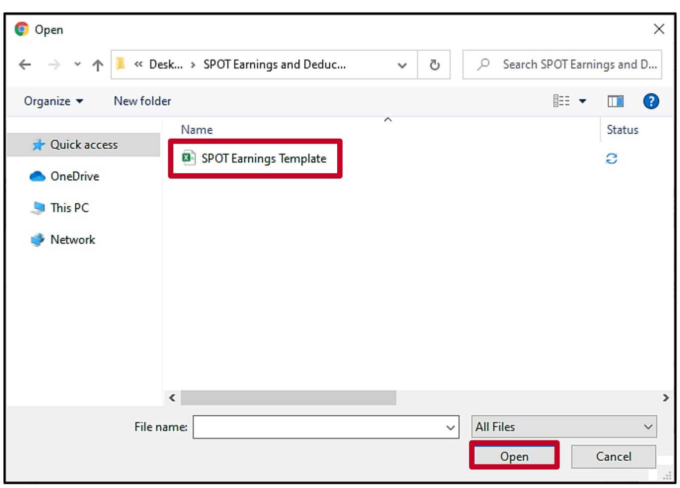
The **File Attachment** page displays in a pop-up window.



21. Click the **Choose File** button.

Note: Depending on the browser used, a **Browse** button may appear in place of the **Choose File** button.

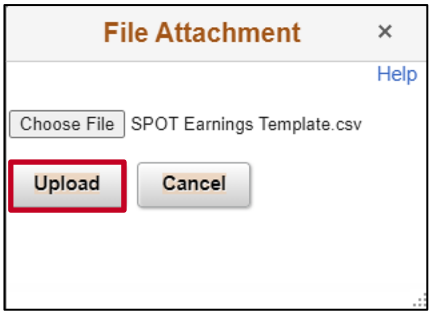
The **Open Files** pop-up window displays.



22. Navigate to and select the applicable file.

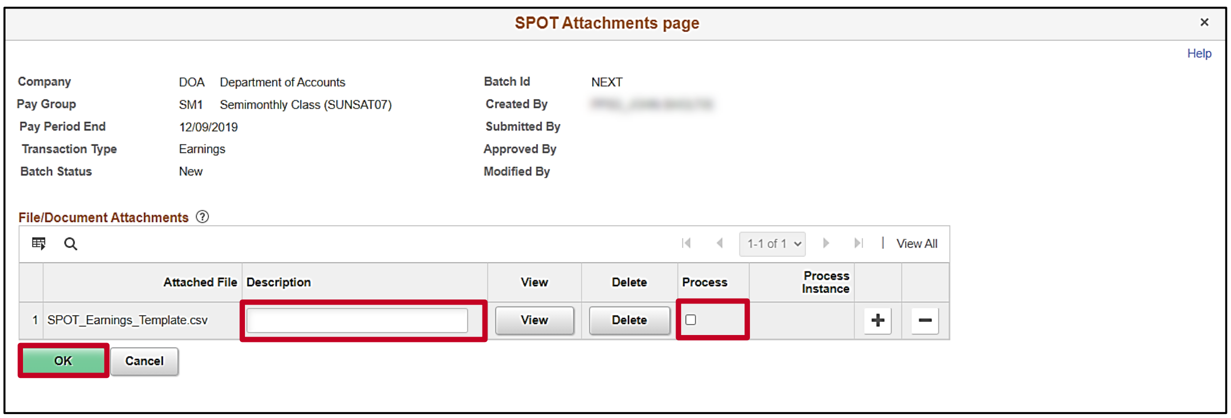
23. Click the **Open** button.

The **File Attachment** page returns.



24. Click the **Upload** button.

The **SPOT Attachments** page returns.



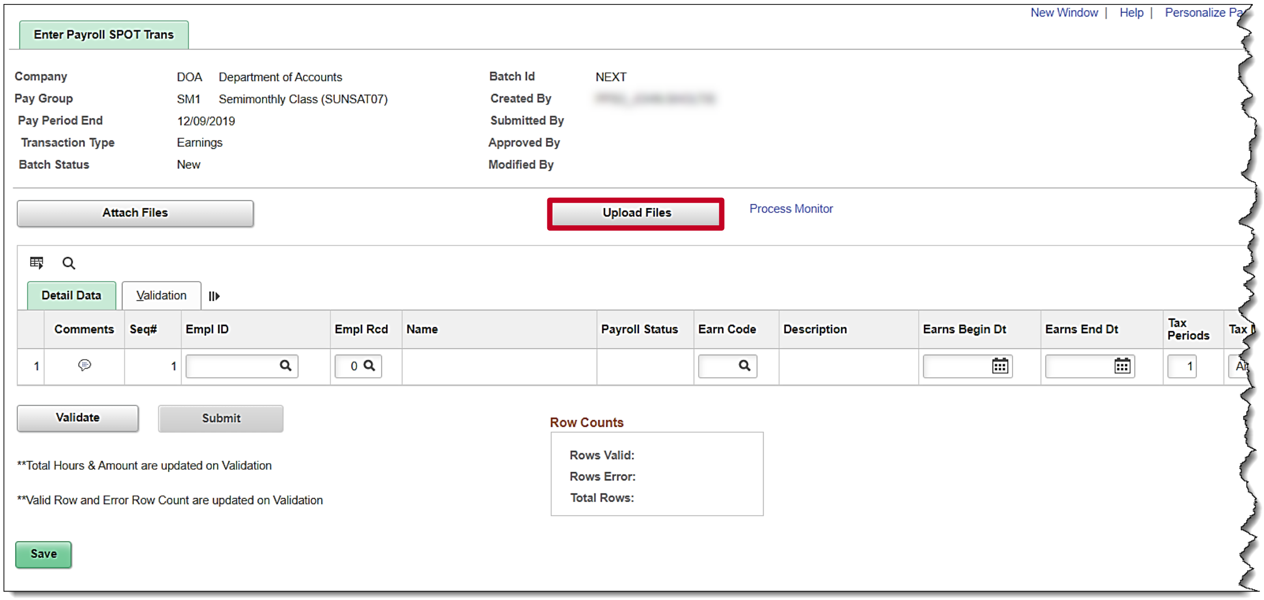
Note: The file is now connected to the batch, but individual transactions are not uploaded.

25. Enter a Description in the **Description** field if applicable.

26. Select the **Process** checkbox.

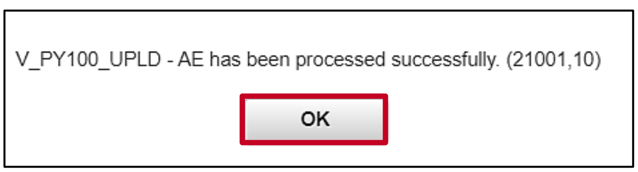
27. Click the **OK** button.

The **Enter Payroll SPOT Trans** tab returns.



28. Click the **Upload Files** button to upload the individual transactions.

The **Successful Upload** page displays in a pop-up window.

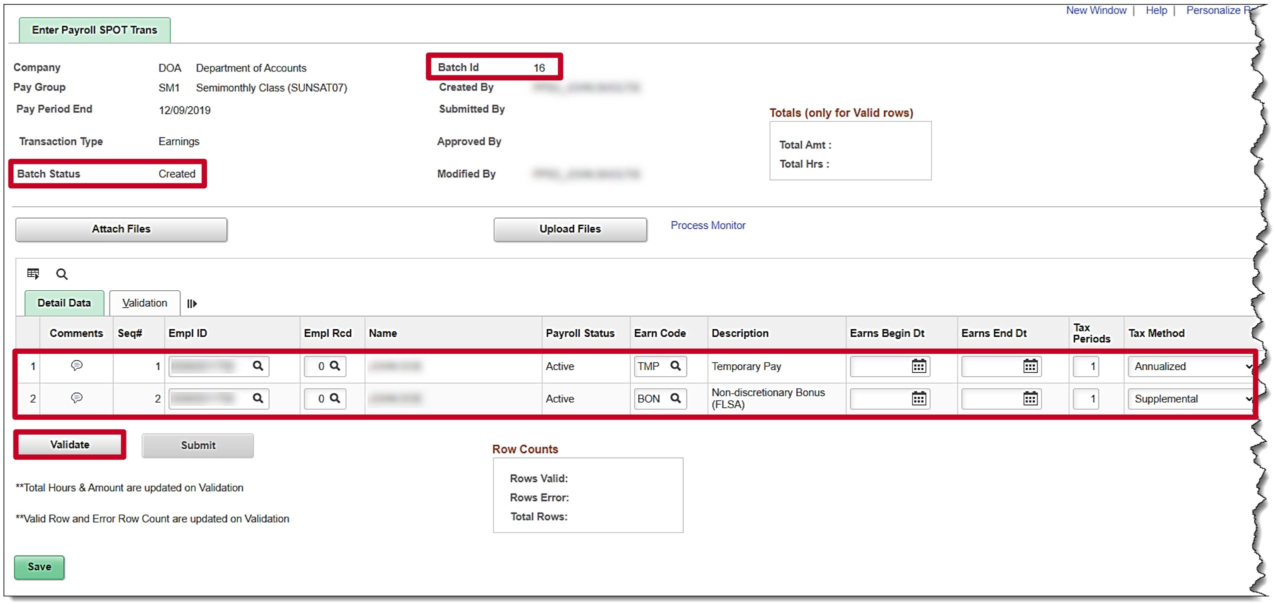


29. Click the **OK** button.

30. If the file does not successfully load, verify the following:

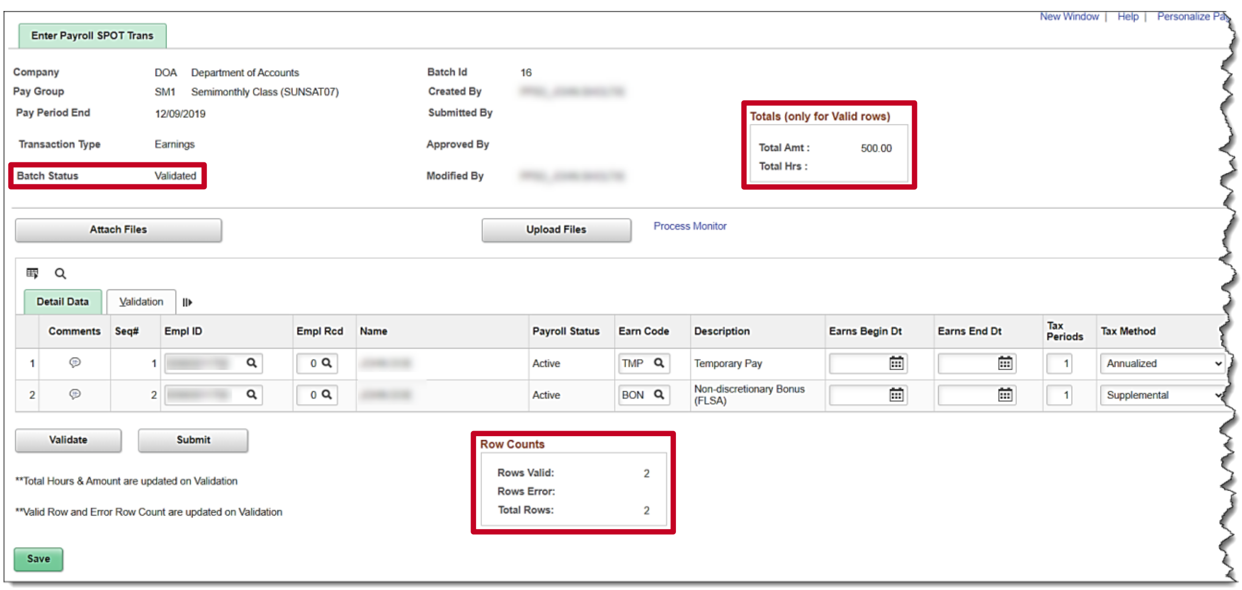
    a. All mandatory fields were properly filled out in the template
    b. The fields were entered using the correct format
    c. The file was saved in the .csv format

The **Enter Payroll SPOT Trans** tab returns.



31. Verify a **Batch ID** is assigned ("**16**" in this example).
32. Verify the **Batch Status** field updates to "**Created**".
33. Verify the fields within the **Detail Data** tab were correctly input; update as required.
34. Click the **Validate** button.

The **Enter Payroll SPOT Trans** tab refreshes.



35. The **Batch Status** updates to **Validated**.
36. The **Totals (only for Valid rows)** section provides a summary of:

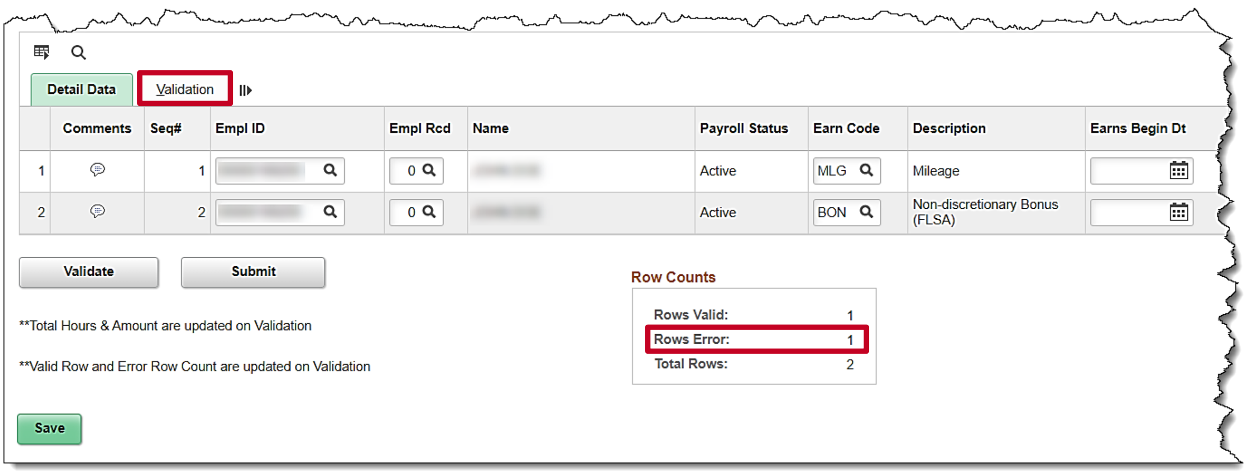
a. **Total Amt** – sum of the values entered in the **Amount** field for the batch
b. **Total Hrs** – sum of the values entered in the **Oth Hrs** field for the batch

37. The **Row Counts** section provides a summary of:

a. **Rows Valid** – the number of valid rows in the batch
b. **Rows Error** – the number or rows in the batch containing errors
c. **Total Rows** – total number of rows in the batch (sum of **Rows Valid** and **Rows Error** fields)

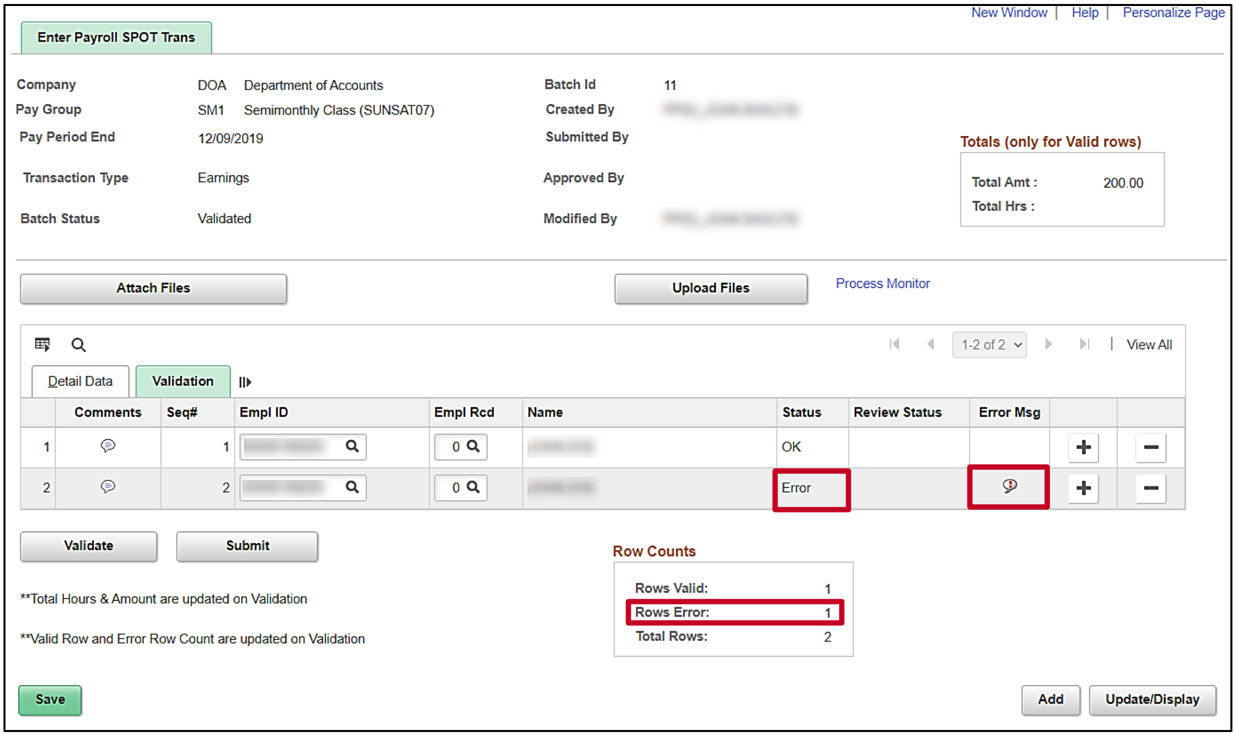
38. If the **Rows Error** field is blank, indicating all rows are valid, skip to Step 49.

The screenshot below provides an example of a batch that contains an error.



39. If the **Rows Error** field populates with a number, indicating at least one row is not valid, click the **Validation** tab.

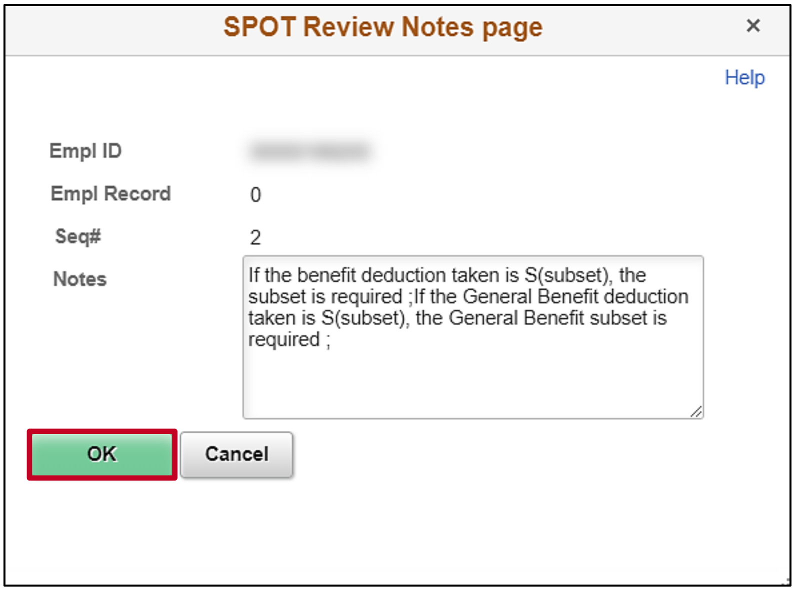
The **Validation** tab displays.



- The **Validation** tab displays the status of every line within a batch and an error message for lines that are not valid.
- The **Status** field displays one of two statuses:
  - **OK** – no errors
  - **Error –** issue with line
- If there is an error during validation, the **Row Counts** section displays the number of lines with an error in the **Rows Error** field, the **Status** field populates with "**Error**" for all lines containing an error, and a bubble populates in the **Error Msg** field for all lines containing an error

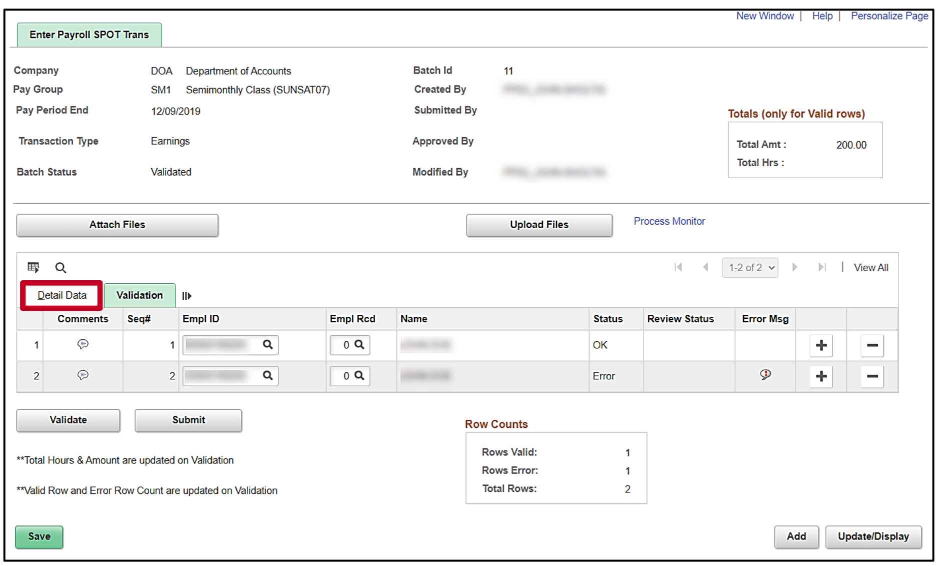
40. Click the **Bubble** icon in the **Error Msg** field to view the error message.

The **SPOT Review Notes Page** pop-up window displays.



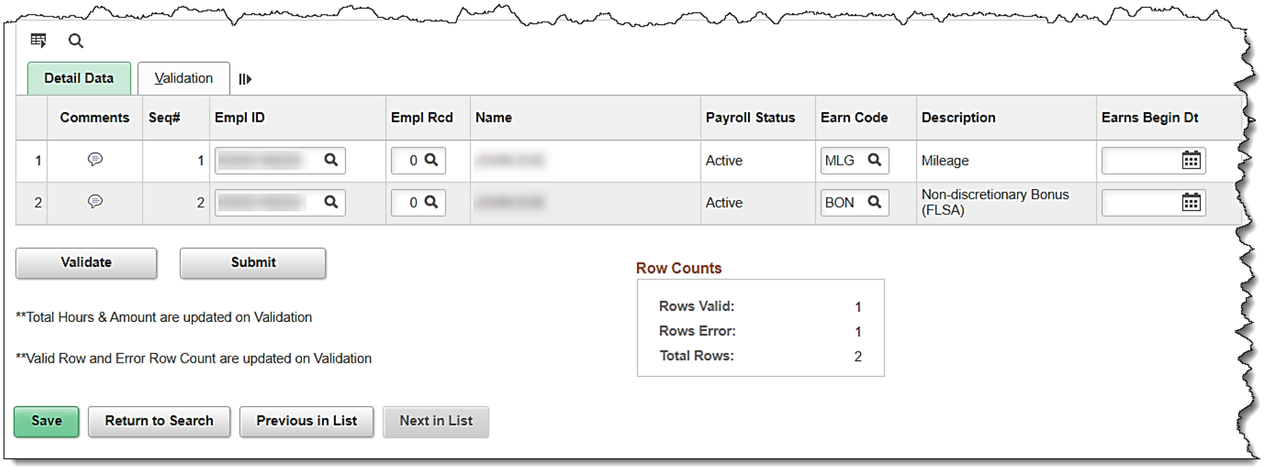
41. Read through the **Notes** field and click the **OK** button.

The **Validation** tab returns.



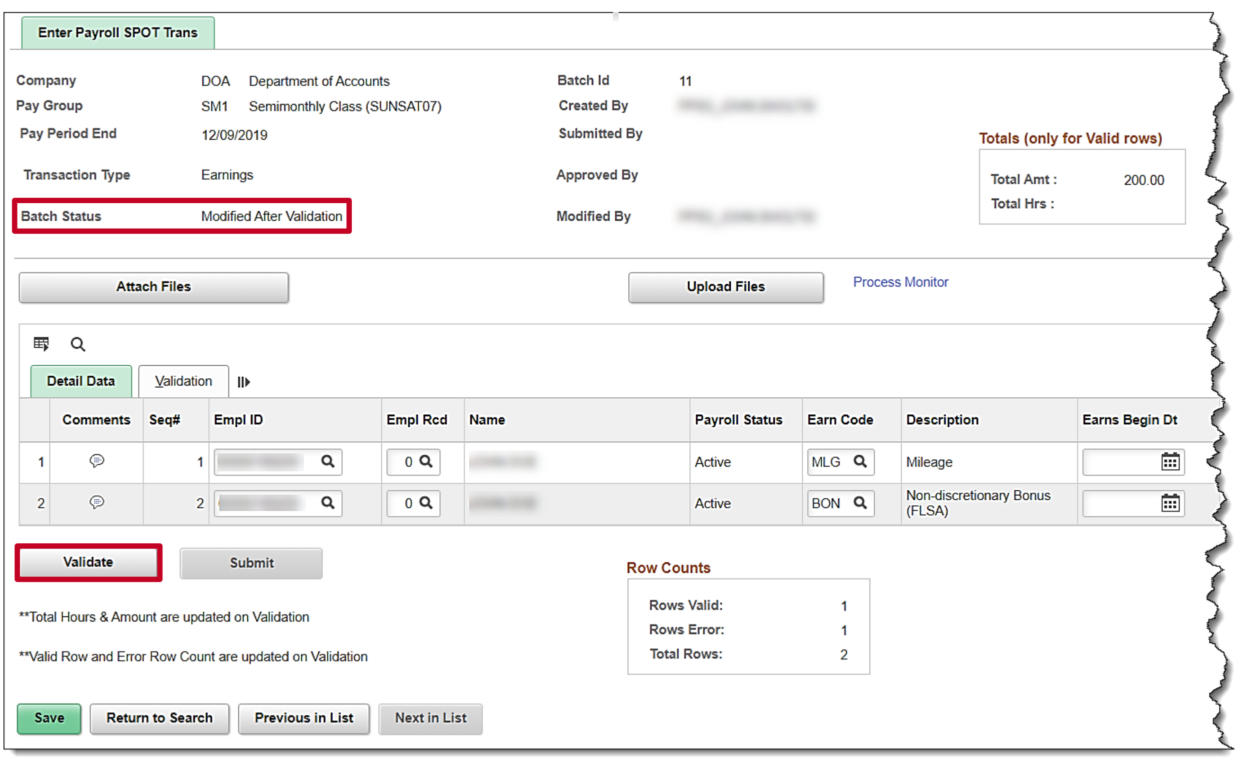
42. Click the **Detail Data** tab.

The **Detail Data** tab returns.



43. Update the applicable fields to correct the identified errors.
44. Click the **Save** button.

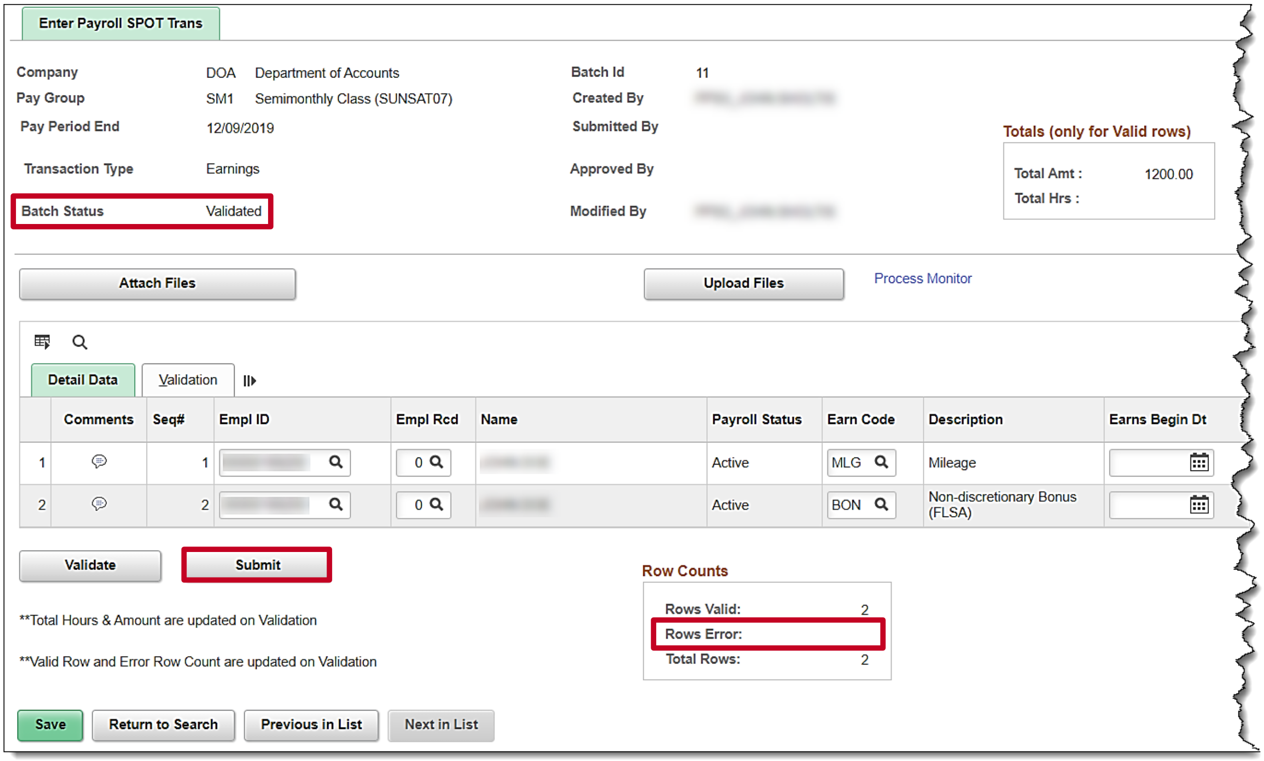
The **Enter SPOT Transactions** page refreshes.



Note: All line items in a batch must pass validation before the batch can be submitted for approval. The **Submit** button is not enabled until all lines are validated.

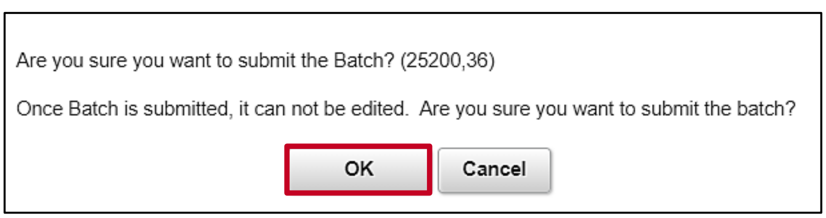
45. Verify the **Batch Status** field updates to "**Modified After Validation**".
46. Click the **Validate** button.

The **Enter SPOT Transactions** page refreshes.



47. Verify the **Batch Status** field updates to “**Validated**”.
48. Verify the **Rows Error** field is blank, indicating all errors have been fixed.
49. Click the **Submit** button to submit the batch for review.

A **Confirmation Message** displays in a pop-up window.



50. Click the **OK** button to submit the batch for review.

    Note: A batch cannot be edited after it is submitted.

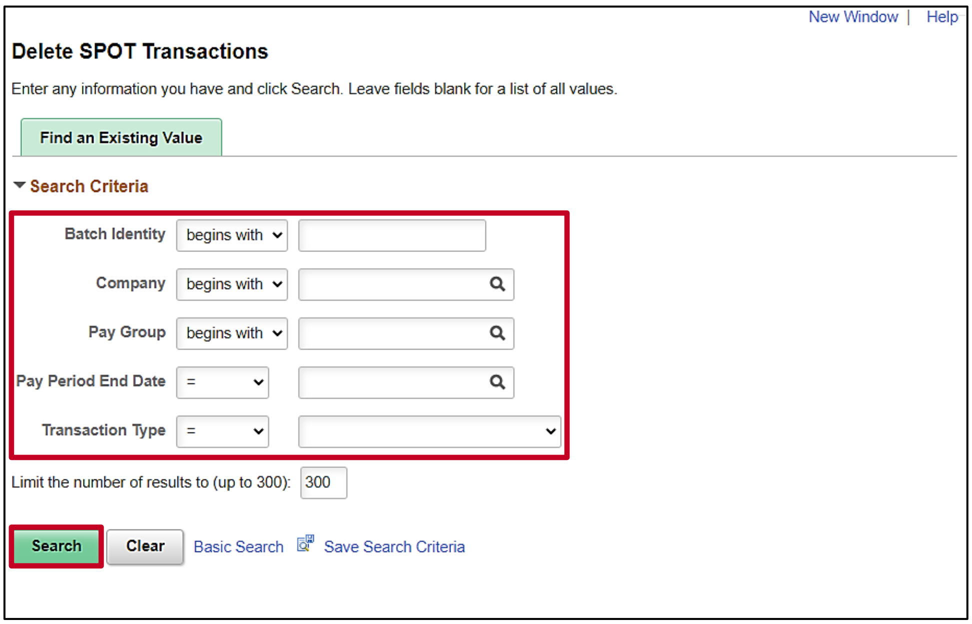
Delete SPOT Batches

Payroll Administrators can delete batches if the batch has not been closed. All transactions within a batch are deleted and will not process when a batch is deleted. This process cannot be undone, so use only as appropriate.

Utilize the **Delete a Row** button (**-**) to only delete specific transactions within a batch.

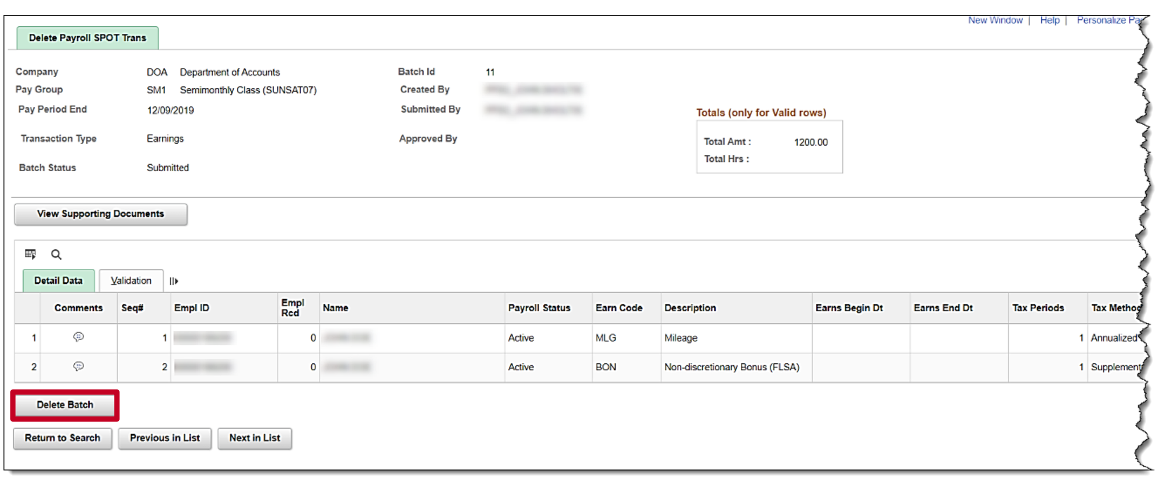
1. Navigate to the **Delete SPOT Transactions** page using the following path:

   Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Delete Spot Transactions



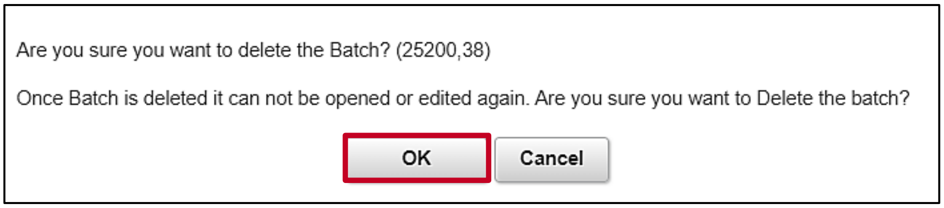
2. Enter the search criteria in the corresponding fields for the applicable batch.
3. Click the **Search** button.

The **Delete SPOT Transactions** page refreshes with the applicable batch displayed.



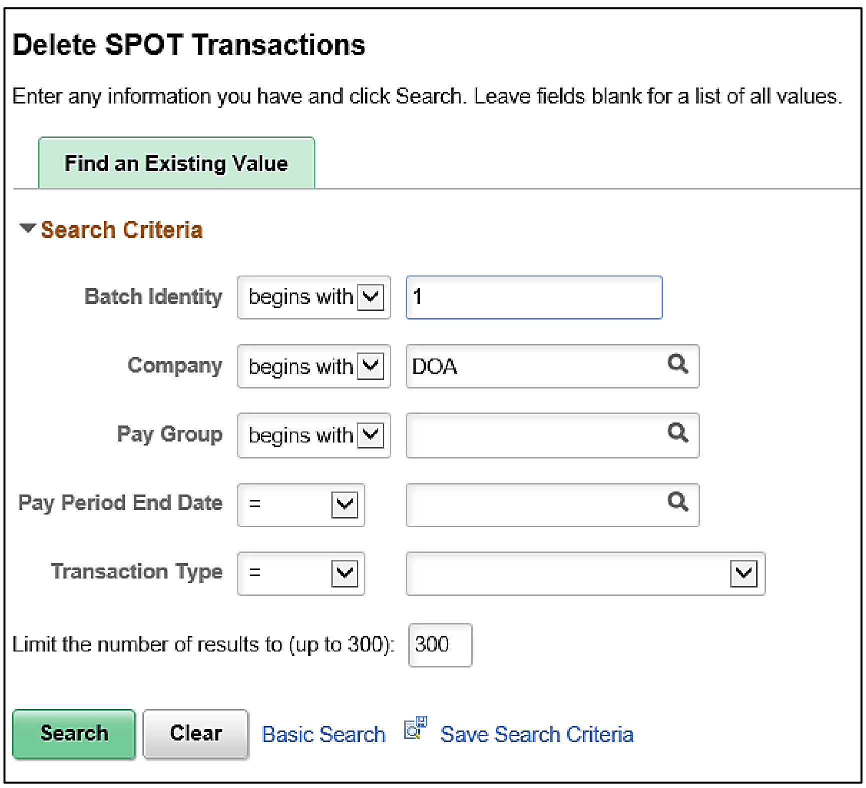
4. Click the **Delete Batch** button to delete the batch.

A **Confirmation Message** displays.



5. Click the **OK** button to delete the batch. Once a batch is deleted, it cannot be opened or edited.

The **Delete SPOT Transactions** search page returns.

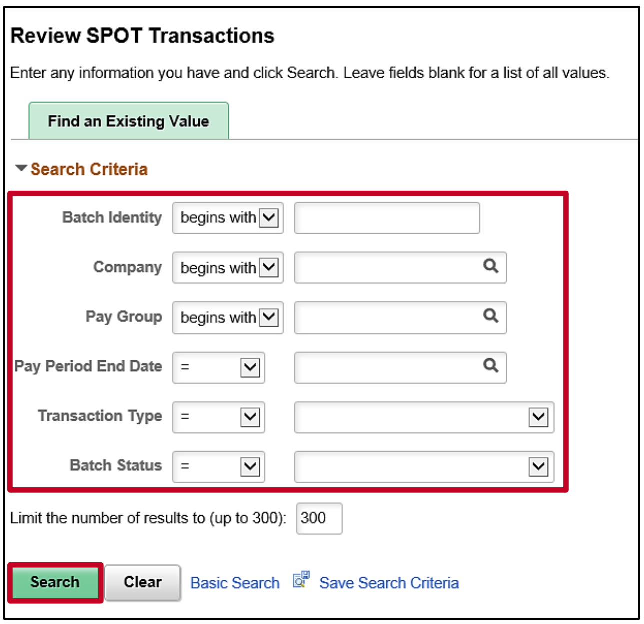


Approve SPOT Transactions

Each Agency designates at least one person as the SPOT Approver to review and approve SPOT Transactions. SPOT Approvers cannot approve a batch they personally entered. SPOT Approvers should work closely with the Payroll Administrators. A SPOT Transaction must be reentered if it is denied.

1. Navigate to the **Review SPOT Transactions** page using the following path:

   Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review SPOT Transactions



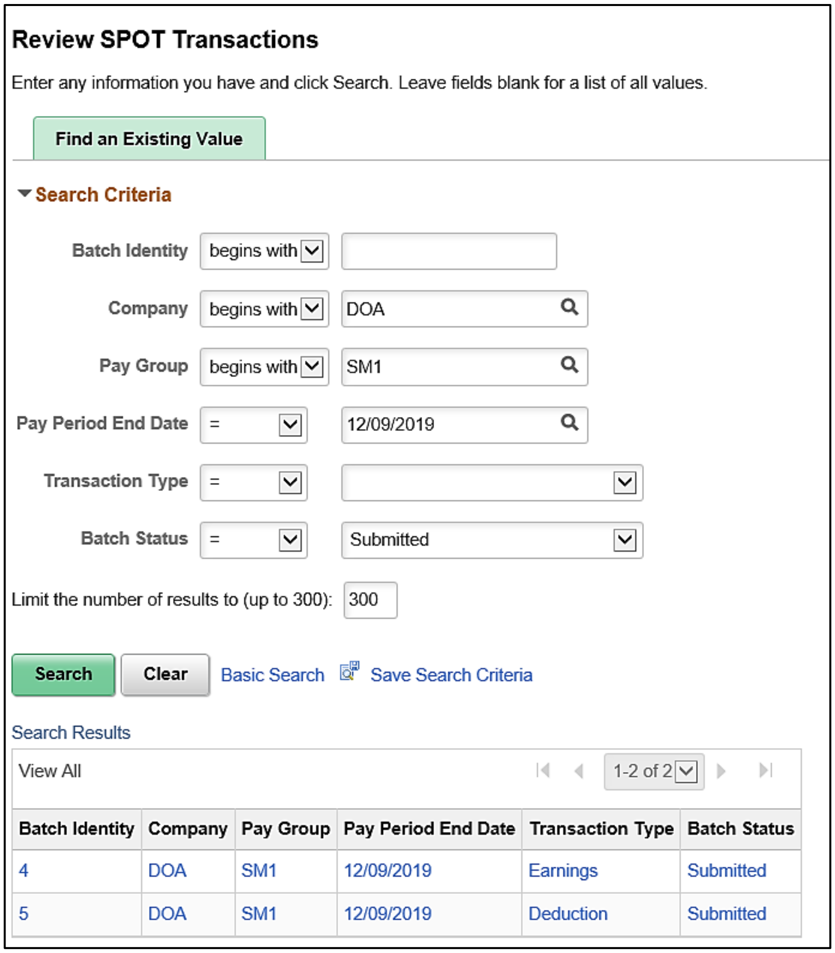
2. Enter the applicable/known search criteria to find the appropriate batch. Search options include the following:

Fields	Descriptions
Batch Identity	Number assigned to the Batch.
Company	The three character company code.
Pay Group	Pay group options for the Company
Pay Period End Date	Select the Pay Period end date for the batch you want to approve.
Transaction Types	Select the appropriate option: • Earnings • Deductions
Batch Status	Options include: • Closed • Created • Deleted • In Review

	• Modified After Validation • New • Submitted • Validated

3. Click the **Search** button.

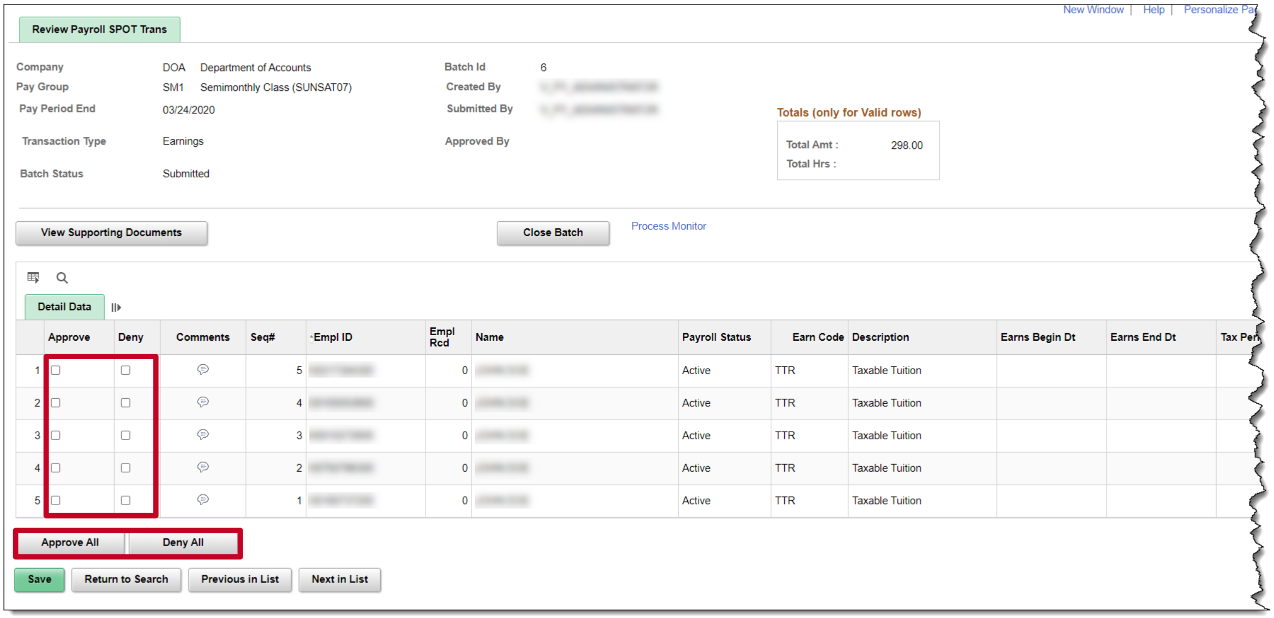
The **Review SPOT Transactions** page refreshes and displays matching the Search Results.



4. Click anywhere on the appropriate batch's line to navigate to the corresponding batch's **Review Payroll SPOT Trans** tab.

   Note: This step is automatically skipped if only one batch matches the Search Criteria entered.

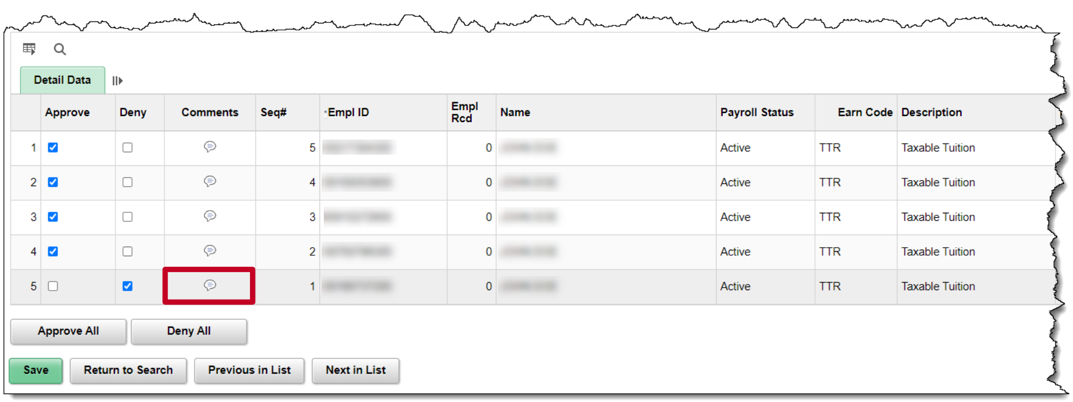
The **Review Payroll SPOT Trans** tab displays.



5. Review the entries on the batch.
6. Approve or deny the batch using one of the following options:
   a. To approve or deny individual transactions, select the appropriate **Approve** or **Deny** checkbox option for each individual transaction.
   b. To approve or deny the entire batch, select the appropriate **Approve All** or **Deny All** button.

   Note: SPOT Approvers cannot edit SPOT transactions.

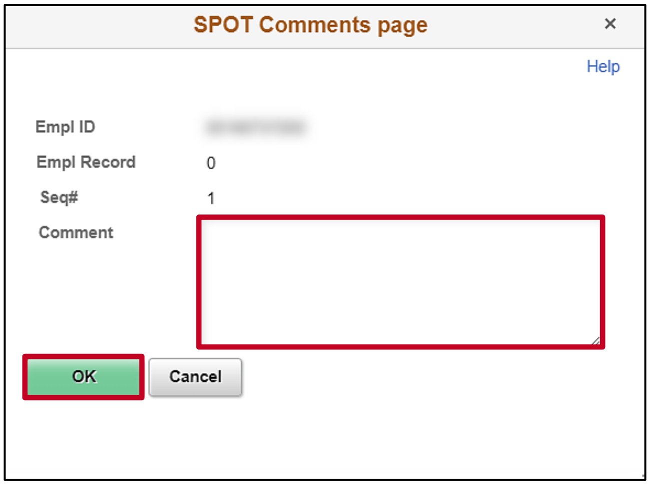
The **Detail Data** tab updates.



Note: In this example, four transactions were approved and one transaction was denied.

7. Click the corresponding **Comments** icon for any denied transactions.

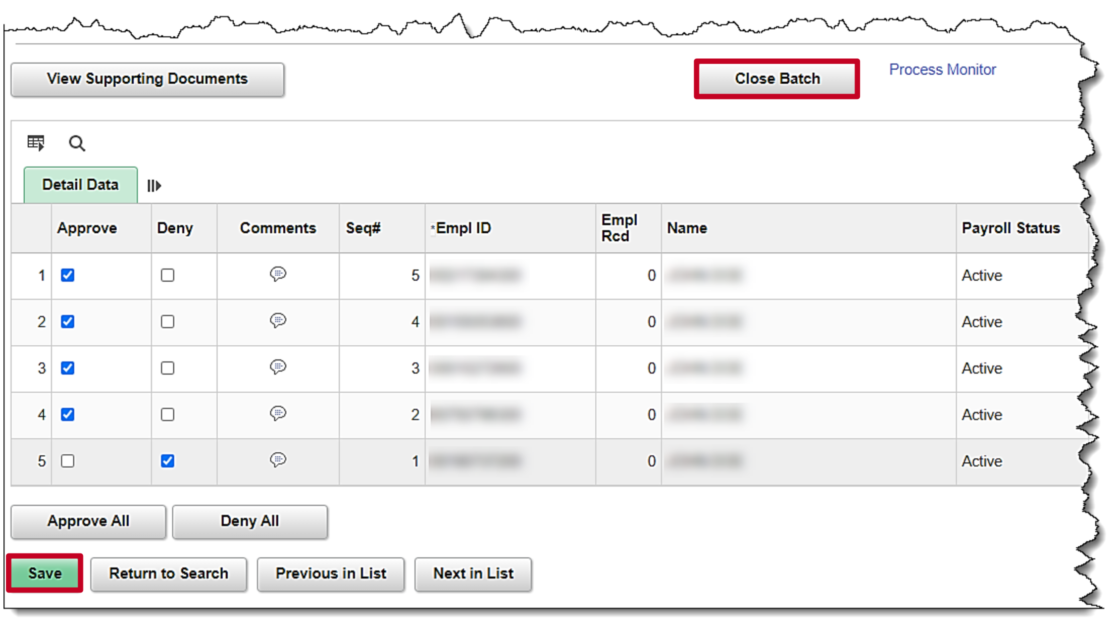
The **SPOT Comments** page pop-up window displays.



Note: Cardinal does not require a comment, but comments are strongly recommended for audit purposes.

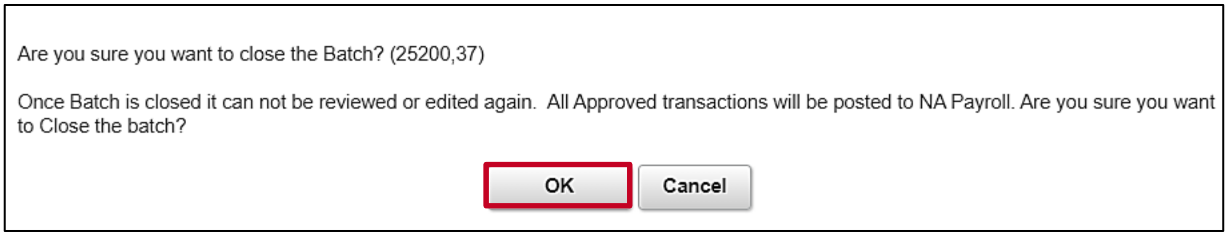
8. Enter a comment explaining why the transaction was denied in the **Comment** field.
9. Click the **OK** button.

The **Review Payroll SPOT Trans** tab returns.



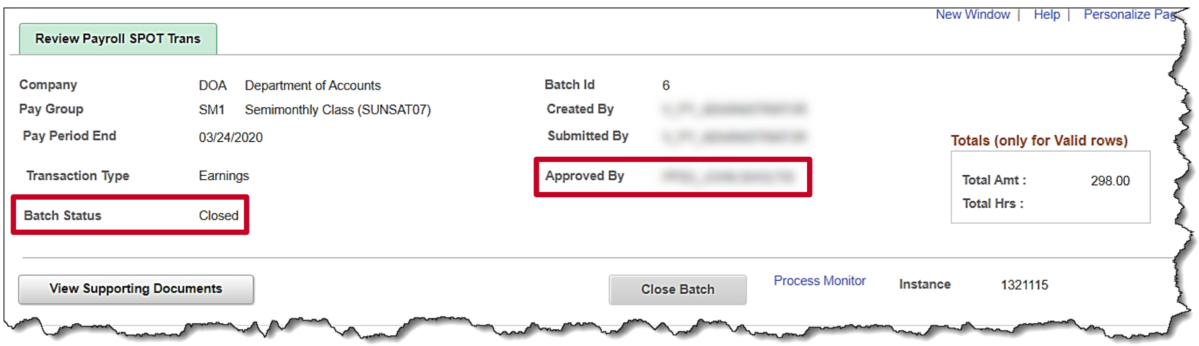
10. Click the **Save** button.
11. Click the **Close Batch** button to submit the batch for processing.

The **Confirmation Message** displays in a pop-up window.



12. Click the **OK** button.

The **Review Payroll SPOT Trans** tab refreshes.



13. Verify the **Batch Status** field updates to “**Closed**”.

14. Verify the **Approved By** field populates with your Cardinal ID.

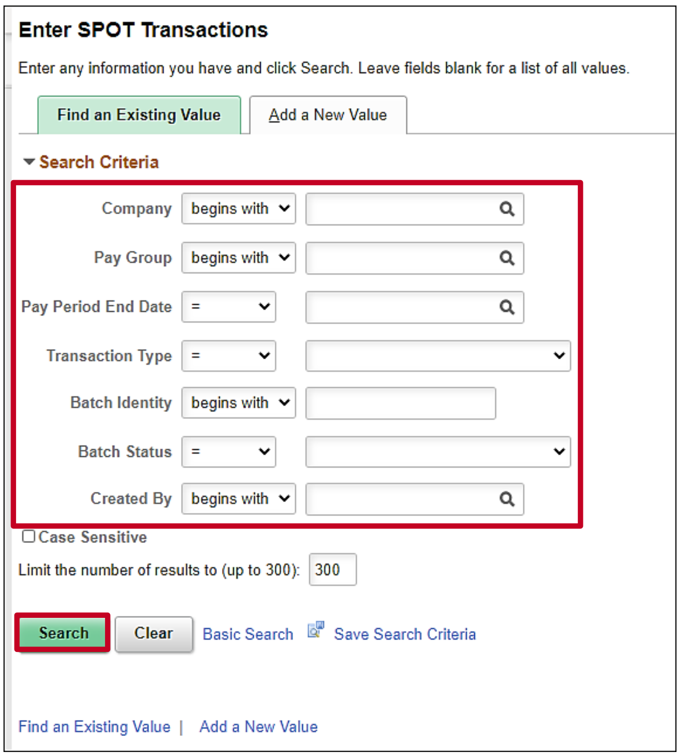
 Note: The transactions will be loaded to payroll during the next SPOT Load to Payroll process.

Review Batches after Approval

After a SPOT Approver has reviewed and approved or denied a batch, the Payroll Administrator can review the status. If a SPOT transaction is denied, it must be re-entered into a new batch for processing.

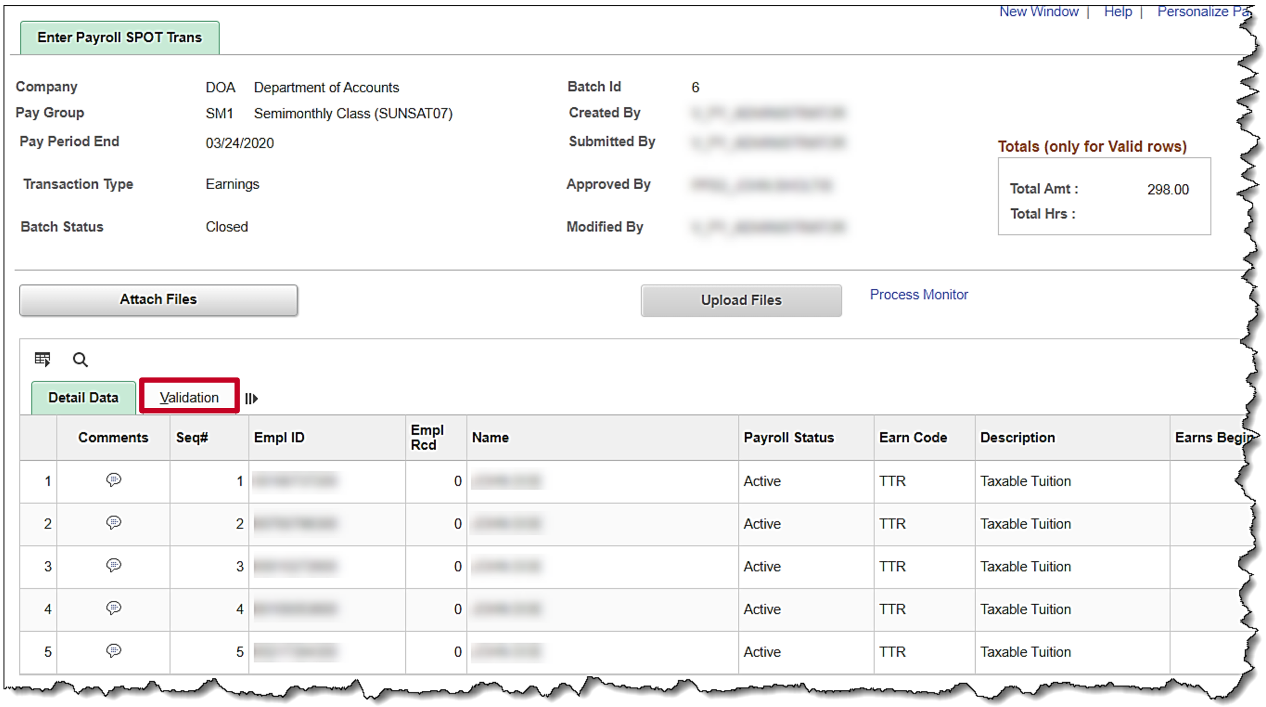
1. To review a batch for approval, navigate to the **Enter SPOT Transactions** page using the following path:

   Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions



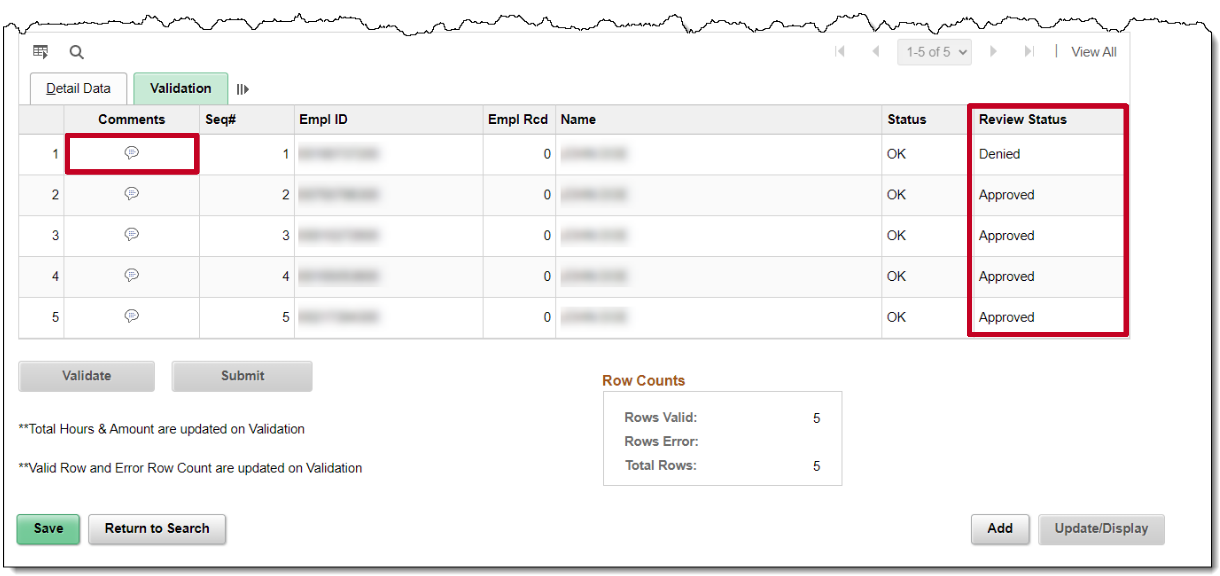
2. Enter the appropriate data in the corresponding **Search Criteria** fields.
3. Click the **Search** button.

The **Enter Payroll SPOT Trans** tab displays for the applicable batch.



4. Click the **Validation** tab to review the approval status of the transactions on the batch.

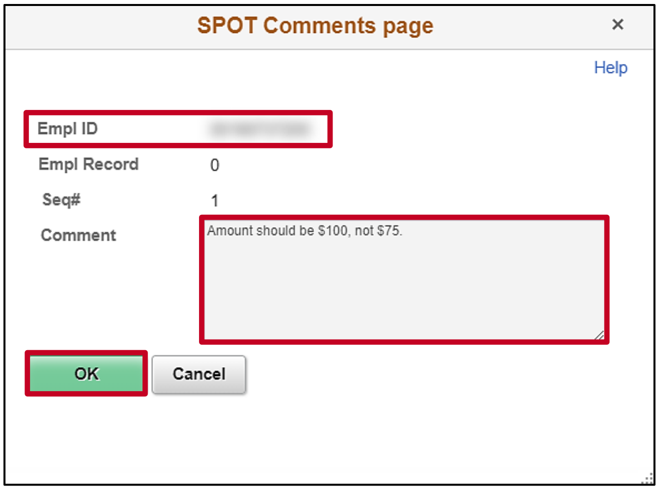
The **Validation** tab displays.



5. Review the **Review Status** field, which indicates whether each transaction was approved or denied.

6. Click the **Comments** icon for any transaction(s) that were denied.

The **SPOT Comments** page displays in a pop-up window.

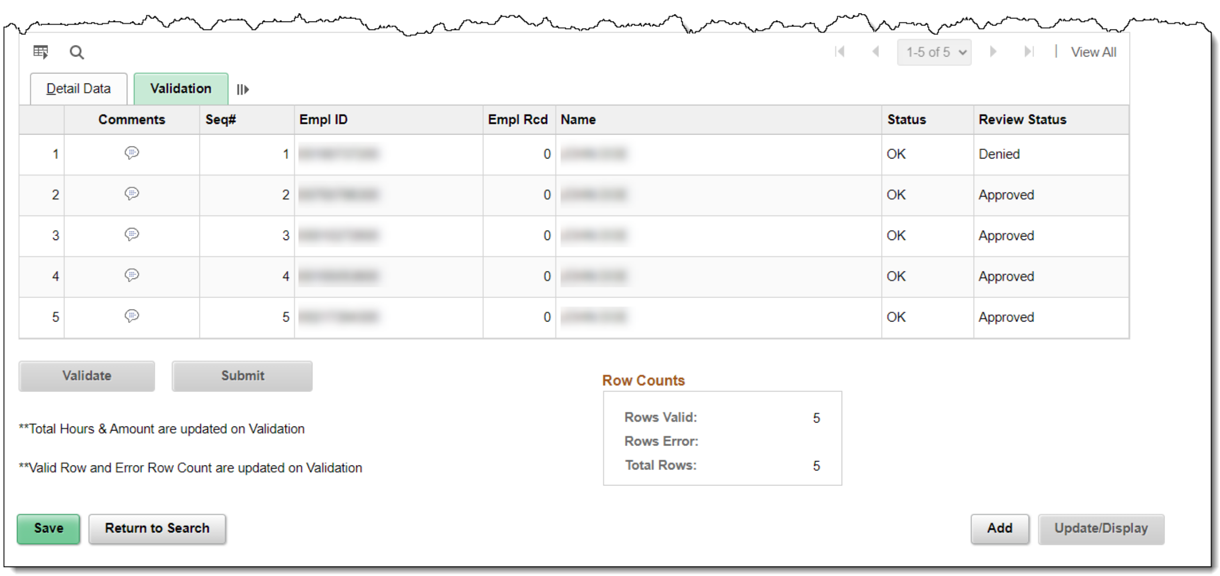


7. Make note of the Employee ID and any comments provided.

   Note: If there is no comment recorded, contact the SPOT Approver to discuss the reason the transaction was denied.

8. Click the **OK** button.

The **Validation** tab returns.



Note: For additional information on entering SPOT transactions, refer to the **Enter an Earnings Transaction in SPOT** or **Enter a Deduction Transaction in SPOT** sections of this Job Aid.

Monitor SPOT Transactions

There are two key SPOT tools to help monitor transactions:

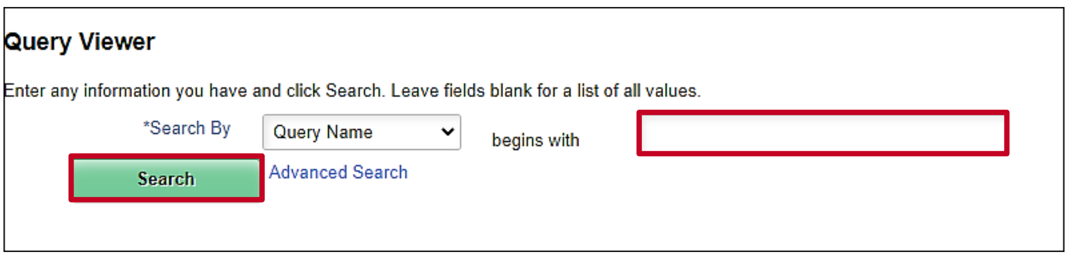
- Single-Use Payroll Online Transaction (SPOT) Online query
- SPOT Transactions Not Loaded to Paylines

SPOT Online Query

This query displays all SPOT Transactions for a specific pay period. Navigate to the SPOT Online Transaction Query using the following path:

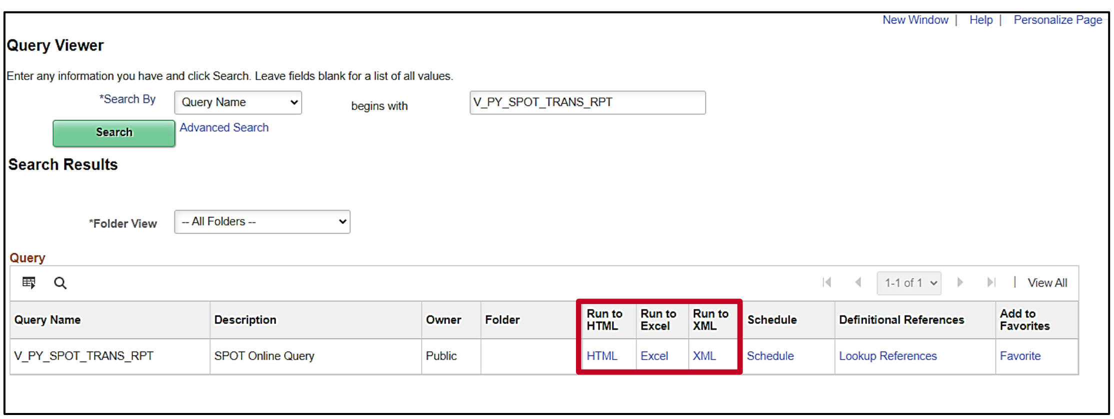
Navigator > Reporting Tools > Query > Query Viewer

The **Query Viewer** page displays.



1. Enter **V_PY_SPOT_TRANS_RPT** in the **begins with** field.
2. Click the **Search** button.

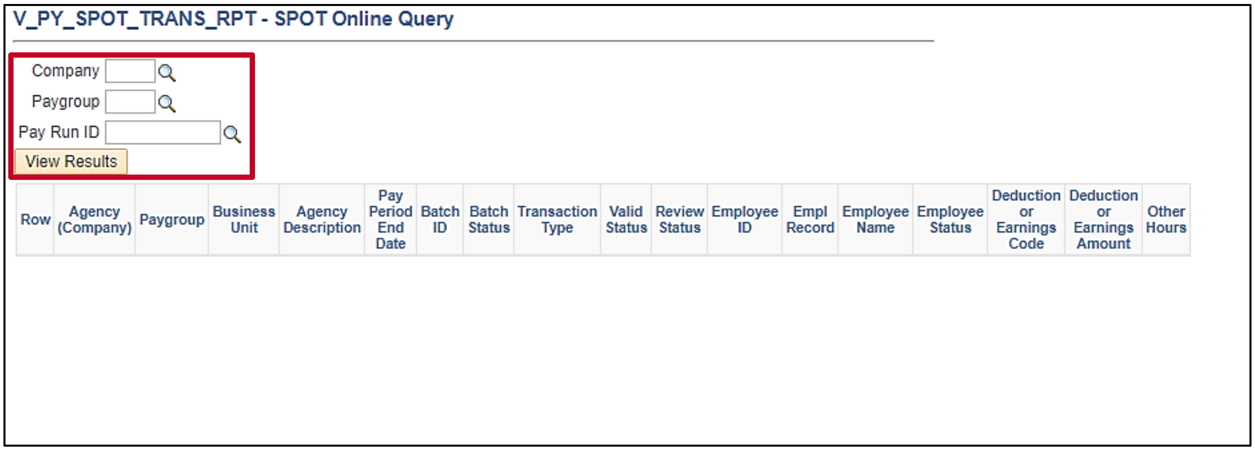
The **Query Viewer** page refreshes.



3. Select the applicable **Run to** link (e.g., HTML, Excel, XML).

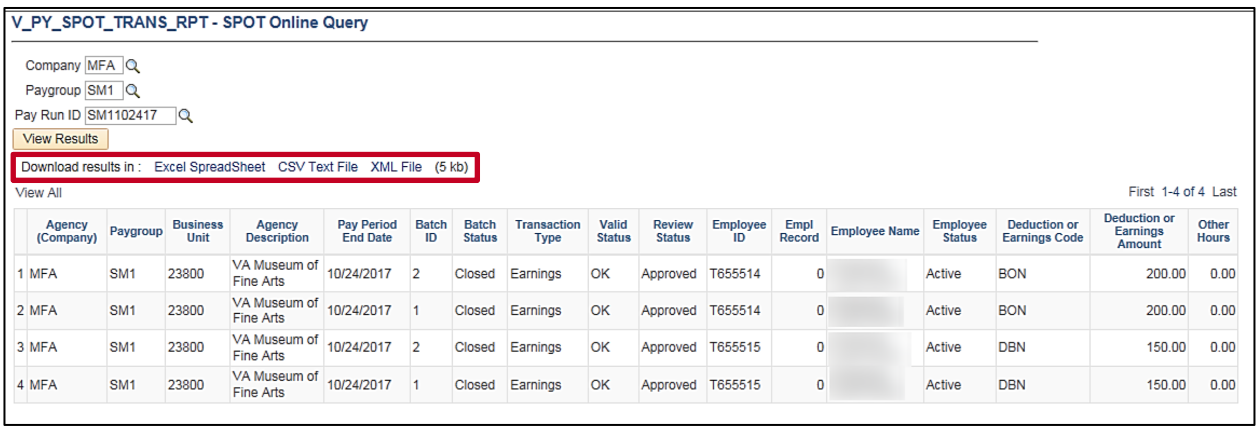
   Note: The **Run to HTML** link was selected in the example below.

The **SPOT Online Query** opens in a new Internet Brower window.



4. Enter/select the applicable Company, Paygroup, and Pay Run ID using the corresponding look-up icons.

5. Click the **View Results** button.


V_PY_SPOT_TRANS_RPT - SPOT Online Query

Company MFA

Paygroup SM1

Pay Run ID SM1102417

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All

First 1-4 of 4 Last

	Agency (Company)	Paygroup	Business Unit	Agency Description	Pay Period End Date	Batch ID	Batch Status	Transaction Type	Valid Status	Review Status	Employee ID	Empl Record	Employee Name	Employee Status	Deduction or Earnings Code	Deduction or Earnings Amount	Other Hours
1	MFA	SM1	23800	VA Museum of Fine Arts	10/24/2017	2	Closed	Earnings	OK	Approved	T655514	0	[illegible]	Active	BON	200.00	0.00
2	MFA	SM1	23800	VA Museum of Fine Arts	10/24/2017	1	Closed	Earnings	OK	Approved	T655514	0	[illegible]	Active	BON	200.00	0.00
3	MFA	SM1	23800	VA Museum of Fine Arts	10/24/2017	2	Closed	Earnings	OK	Approved	T655515	0	[illegible]	Active	DBN	150.00	0.00
4	MFA	SM1	23800	VA Museum of Fine Arts	10/24/2017	1	Closed	Earnings	OK	Approved	T655515	0	[illegible]	Active	DBN	150.00	0.00

Note: The results can be downloaded to Excel, CSV or XML for review.

SPOT Transactions Not Loaded to Paylines Report

Batches are loaded to the Paysheet Transaction Table after they are closed. The Delivered Paysheet Transaction Process runs according to operation calendars.

The **SPOT Transactions Not Loaded to Paylines** report reflects transactions that are both Accepted and Closed but do not appear in the employee's paycheck.

Note: For further information about Reviewing Employee Paychecks, refer to the Job Aid titled **PY381 Review the View Paycheck Page**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

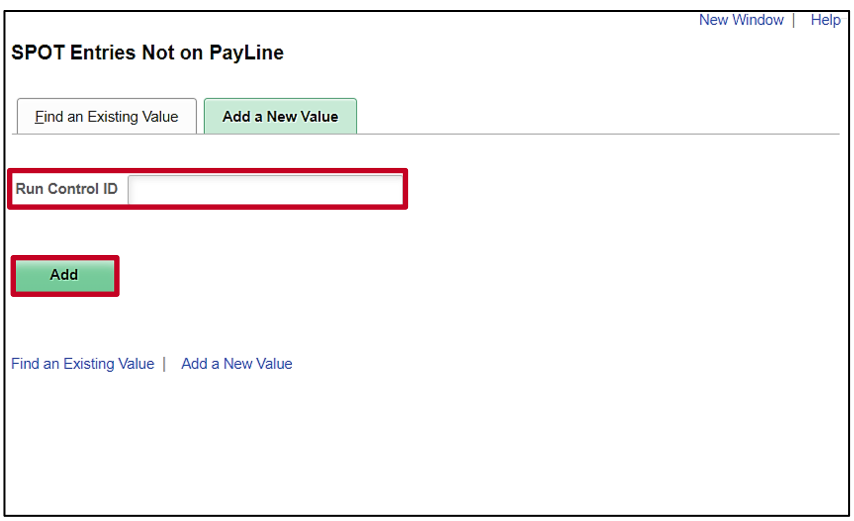
6. Navigate to the **SPOT Transactions Not Loaded to Paylines** report using the following path:

   Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on PayLine

The **SPOT Entries Not on PayLine** page displays.

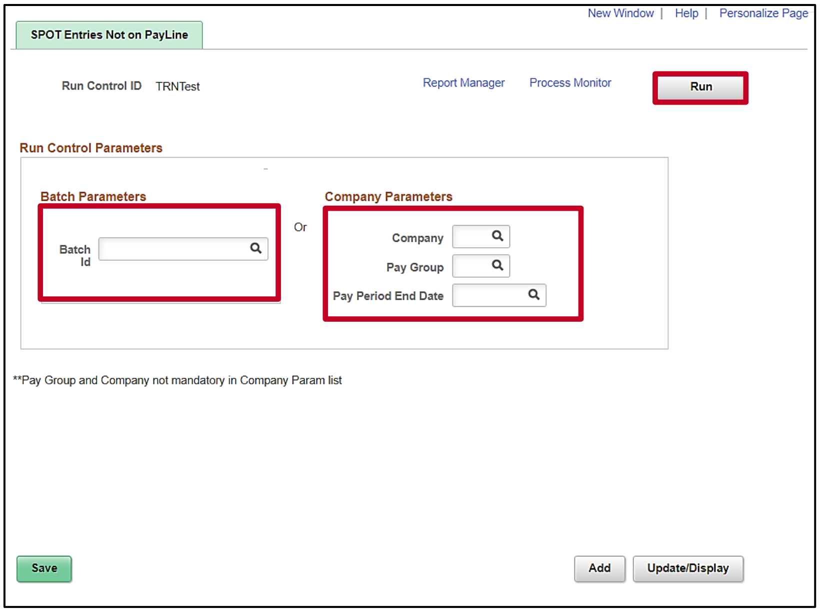
7. To search for an existing Run Control ID, enter the Run Control ID name in the **Run Control ID** field.
8. Click the **Search** button, then skip to Step 7.
9. To create a new Run Control ID, click the **Add a New Value** tab.

The **Add a New Value** tab displays.



10. Enter the desired name in the **Run Control ID** field.
11. Click the **Add** button.

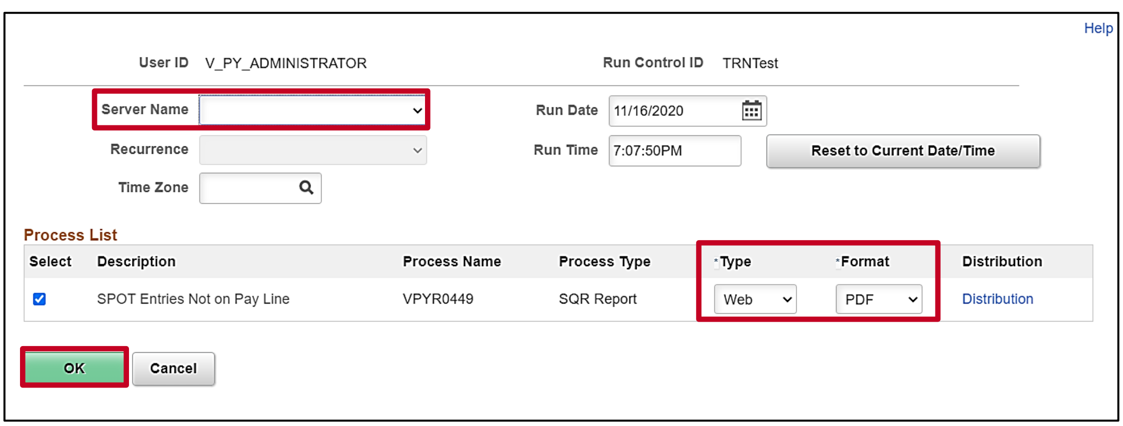
The **SPOT Entries Not on PayLine** page refreshes.



12. Enter/select the appropriate Run Control Parameters using either the **Batch Parameters** section or **Company Parameters** section.
    a. To use Batch Parameters, enter/select the appropriate Batch ID using the **Batch ID** field look-up icon.
    b. To use Company Parameters, enter/select the appropriate Company, Pay Group, and Pay Period End Date using the corresponding field look-up icons.

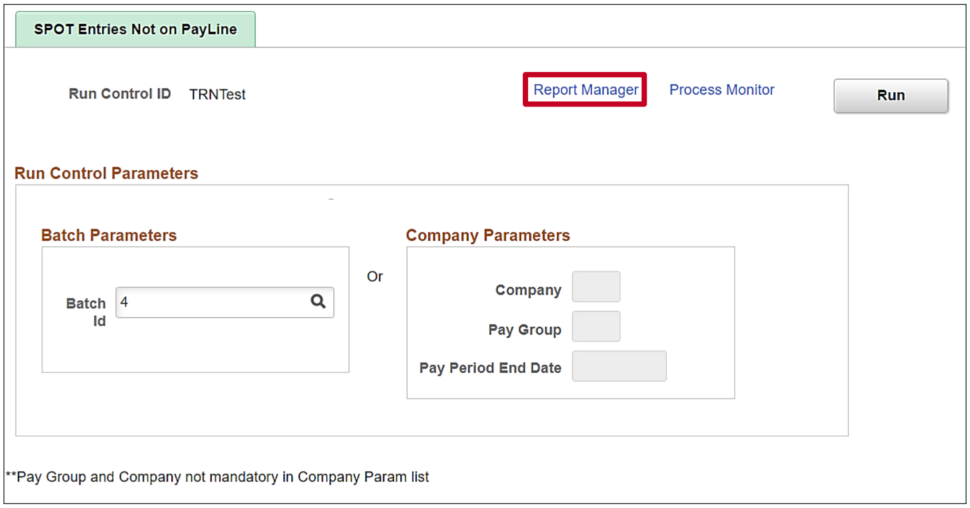
    Note: The **Pay Group** and **Company** fields are not mandatory.

13. Click the **Run** button.



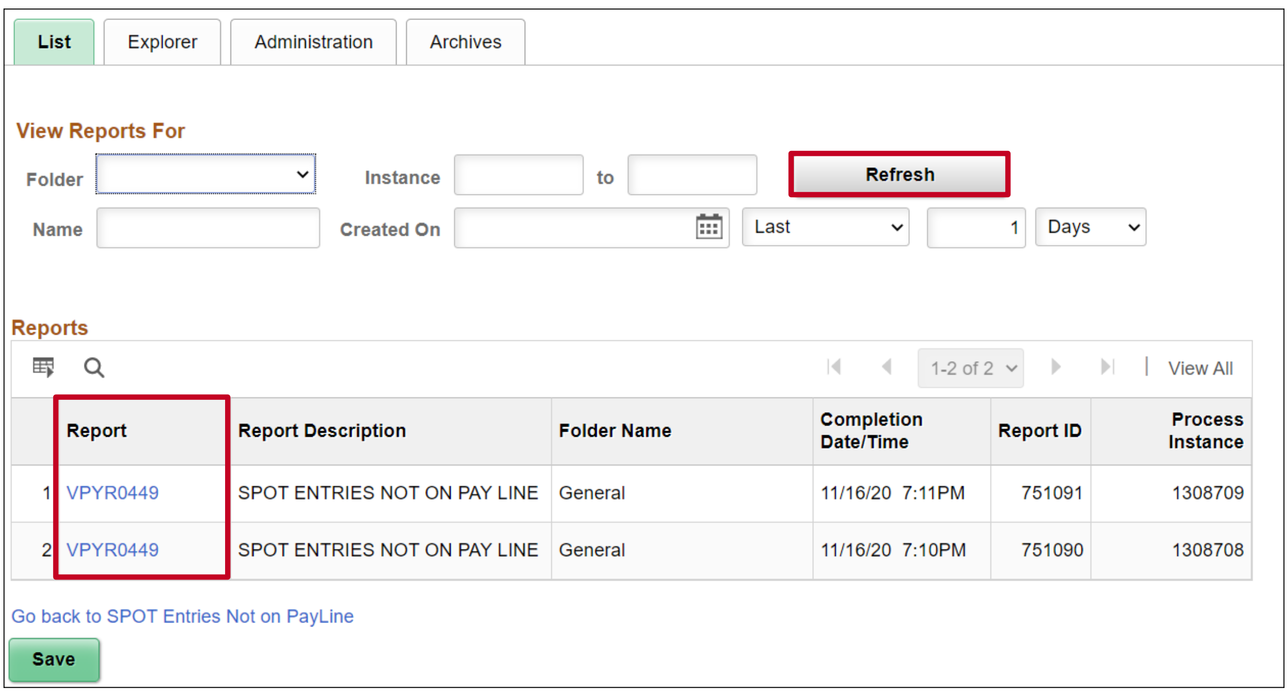
14. Select the appropriate Server Name using the **Server Name** drop-down menu.
15. Confirm the **Type** and **Format** are correct.
16. Click the **Ok** button.

The **SPOT Entries Not on PayLine** page refreshes.



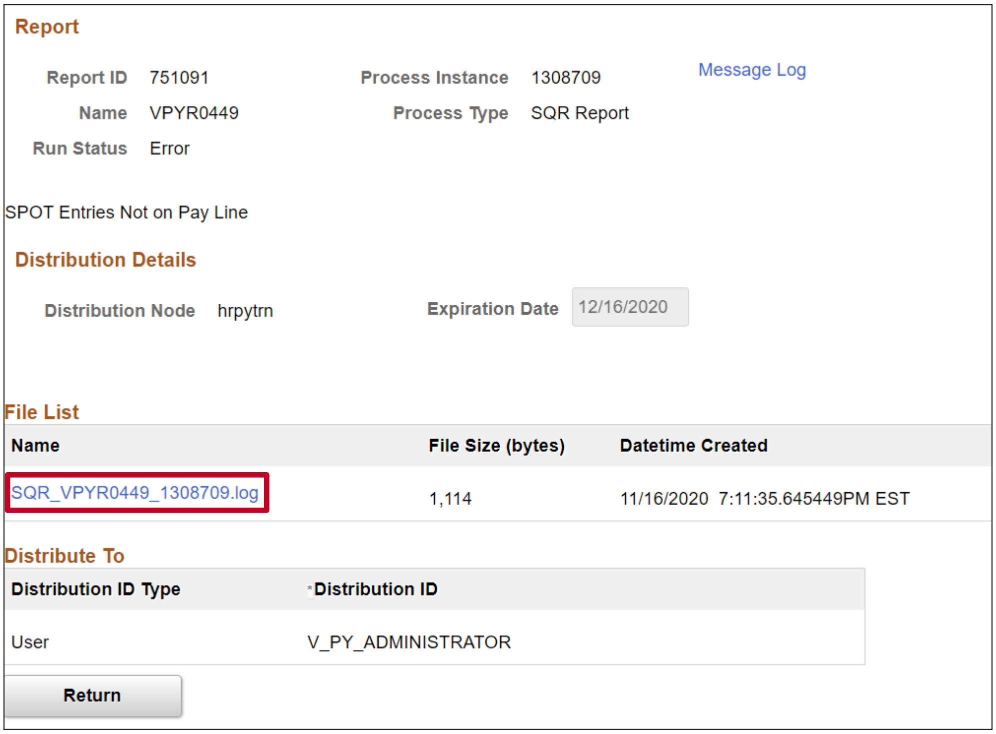
17. Click the **Report Manager** link.

The **Report Manager** page displays.



18. Click the **Refresh** button until the appropriate report displays.
19. Click the **Report** link to review.

The Report Information displays.



Report

Report ID 751091 | Process Instance 1308709 | Message Log
Name VPYR0449 | Process Type SQR Report
Run Status Error

SPOT Entries Not on Pay Line

Distribution Details

Distribution Node hrpytrn | Expiration Date 12/16/2020

File List

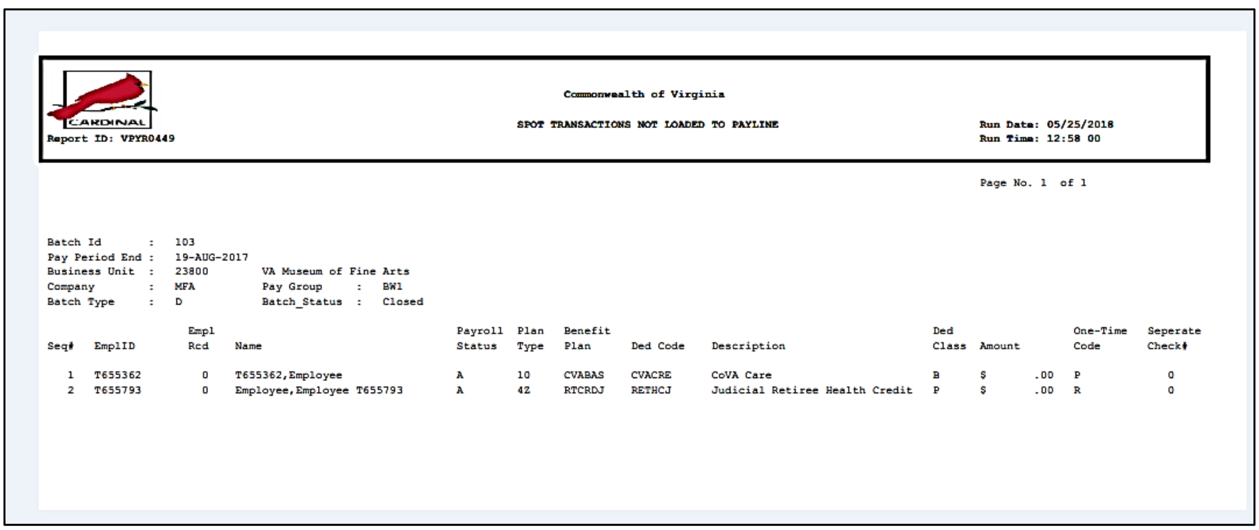
Name	File Size (bytes)	Datetime Created
SQR_VPYR0449_1308709.log	1,114	11/16/2020 7:11:35.645449PM EST

Distribute To

Distribution ID Type	Distribution ID
User	V_PY_ADMINISTRATOR

Return

20. Click the **Name** link to view the report.



CARDINAL
Report ID: VPYR0449

Commonwealth of Virginia
SPOT TRANSACTIONS NOT LOADED TO PAYLINE

Run Date: 05/25/2018
Run Time: 12:58 00

Page No. 1 of 1

Batch Id : 103
Pay Period End : 19-AUG-2017
Business Unit : 23800 VA Museum of Fine Arts
Company : MFA Pay Group : BW1
Batch Type : D Batch_Status : Closed

Seq#	EmplID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code	Description	Ded Class	Amount	One-Time Code	Seperate Check#
1	T655362	0	T655362,Employee	A	10	CVABAS	CVACRE	CoVA Care	B	$ .00	P	0
2	T655793	0	Employee,Employee T655793	A	42	RTCRDJ	RETHCJ	Judicial Retiree Health Credit	P	$ .00	R	0

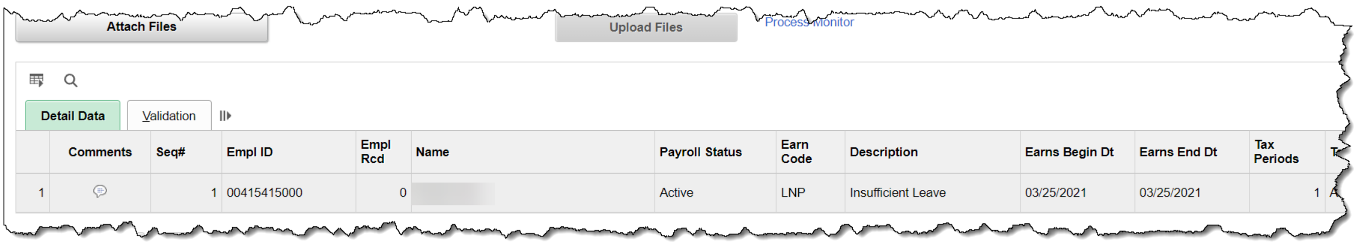
Note: For further information on the **SPOT Transactions Not Loaded to PayLine Report**, refer to the HCM Reports Catalog. This Catalog is located on the Cardinal website under **Learning**.

SPOT Scenarios

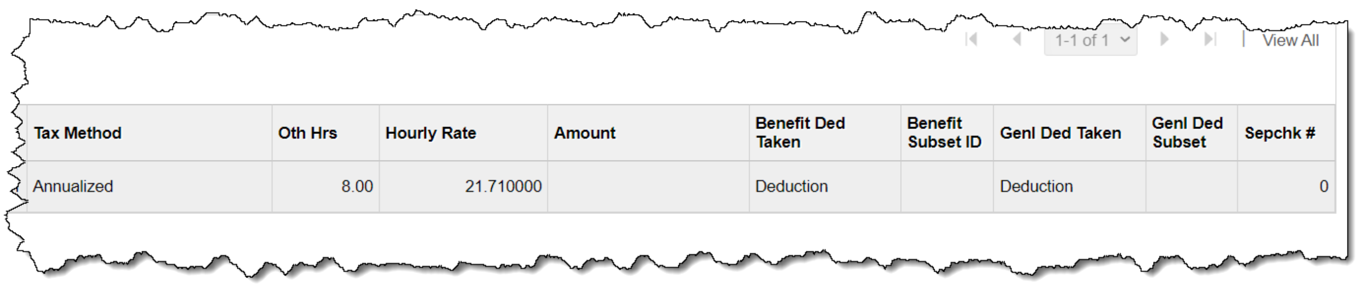
In this section, we will review various scenarios regarding how to enter specific transactions into SPOT. For each scenario, you will be able to see how to enter the transaction into SPOT and how it displays on the Review Paycheck page.

Entering Pay Docking (LNP)

In this scenario, we will enter 8 hours of pay docking for an employee in the current payroll (pay period ending 04/09/2021)


Attach Files
Upload Files
Process Monitor
Detail Data | Validation

	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	T
1		1	00415415000	0		Active	LNP	Insufficient Leave	03/25/2021	03/25/2021	1	A

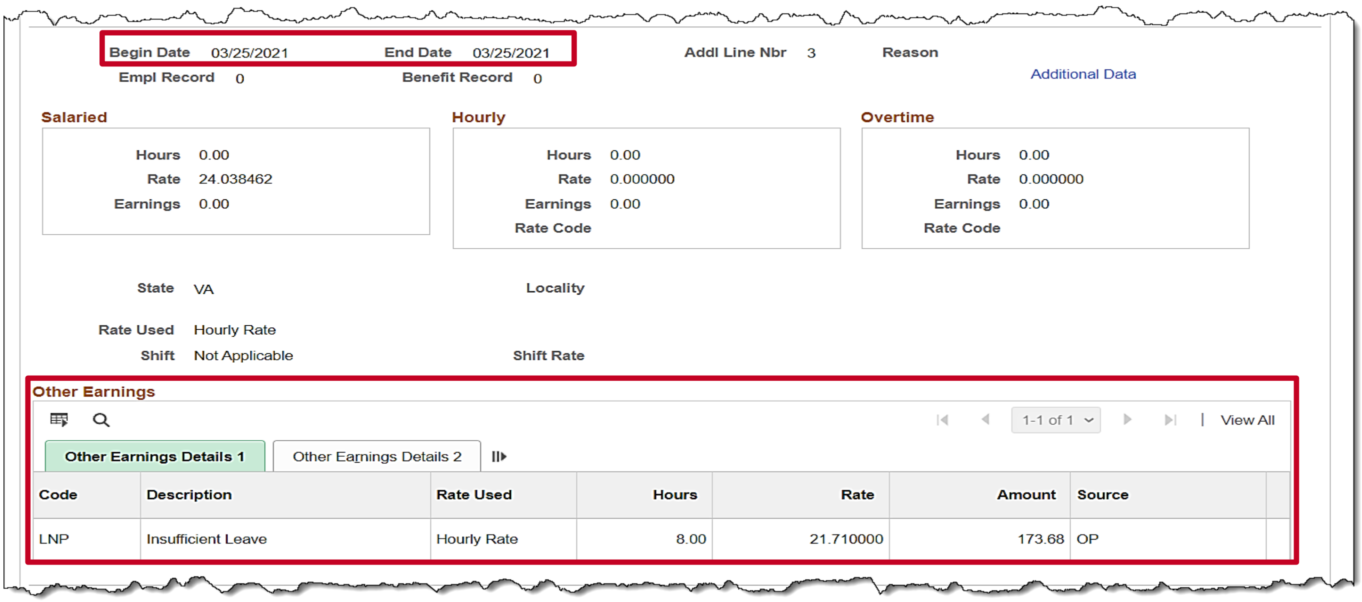

1-1 of 1 View All

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #
Annualized	8.00	21.710000		Deduction		Deduction		0

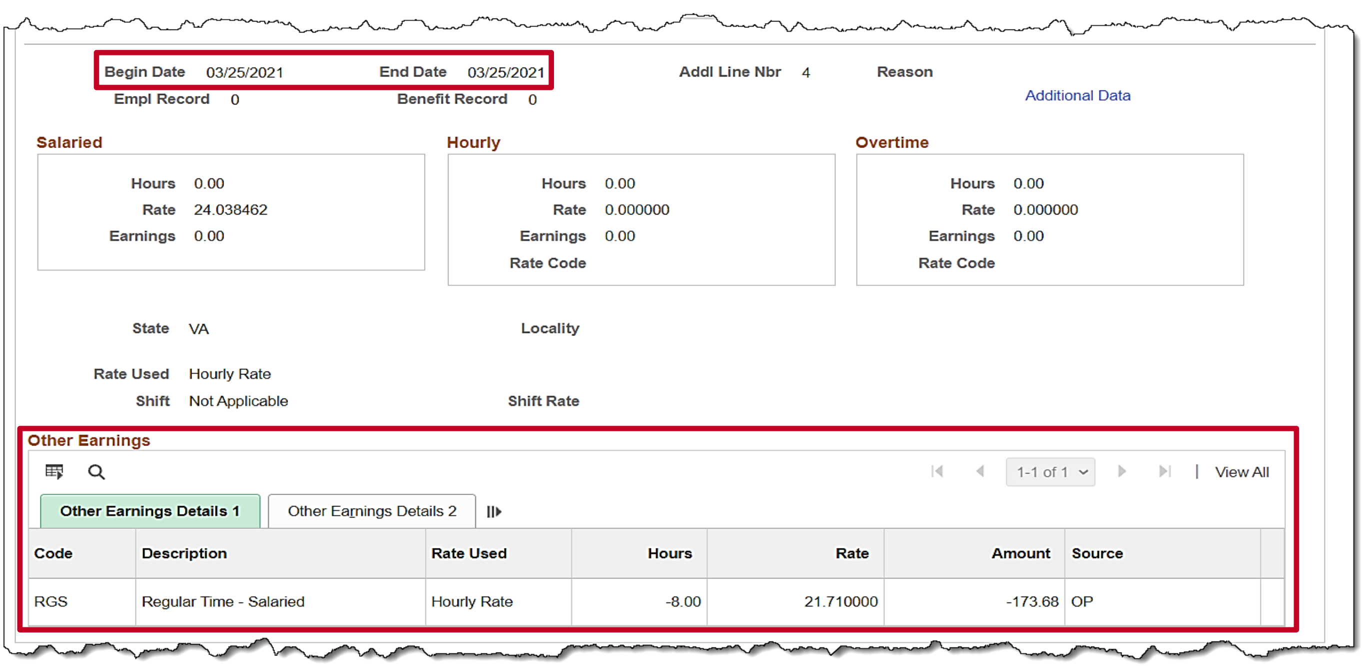
1. Enter/select the following:
   a. **Empl ID**
   b. **Empl Rcd**: Defaults to **0**. Update if necessary.
   c. **Earn Code**: LNP
   d. **Earns Begin Dt**: enter the begin date of the period the employee is being docked
   e. **Earns End Dt:** enter the end date of the period the employee is being docked
   Note: If the pay docking is for a prior period, the employee must have regular pay in that period for the LNP to process. If the employee does not have regular pay, process the LNP in the current period.
   f. **Oth Hrs**: enter the hours to be docked (in this scenario 8)
   g. **Hourly Rate**: Enter the hourly rate for the period.
2. Validate and submit the transaction for approval.

Review Paycheck Page

In the **Other Earnings** section of the **Review Paycheck** page, you are able to see the SPOT transaction that processed for the employee.



The **LNP** displays in the **Other Earnings** section for the specific period the that it was entered in SPOT.



A second line for **Regular Time – Salaried** (RGS) is automatically created by Cardinal during the SPOT Load Process for LNP.

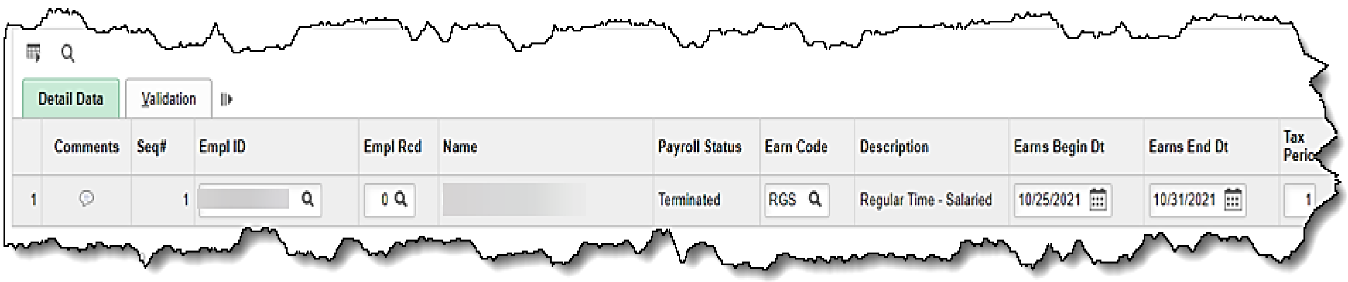
Entering Adjustments to Regular Pay – Hire or Terminated Mid Pay Period

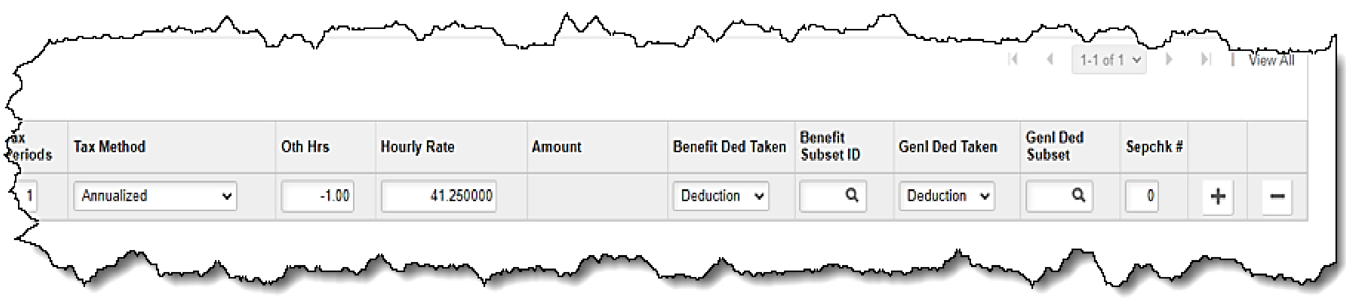
If an employee is hired/terminated in the middle of the pay period a reduction of regular pay may be necessary. When an employee is hired or terminated within the pay period, the system calculates partial pay based on an annualized hourly rate and not the pay period hourly rate.

Payroll Administrators will need to calculate what the employee is due using the pay period hourly rate and enter the adjustment in SPOT.

In this scenario, an employee terminates in the middle of the pay period (11/1).

- The system will calculate the partial pay from 10/25 – 10/31 that is due to the employee at an annualized hourly rate.
- You will need to calculate the amount due using the pay period hourly rate then enter the adjustment in SPOT.
- For this scenario, the employee needs to have a pay reduction of $41.25.

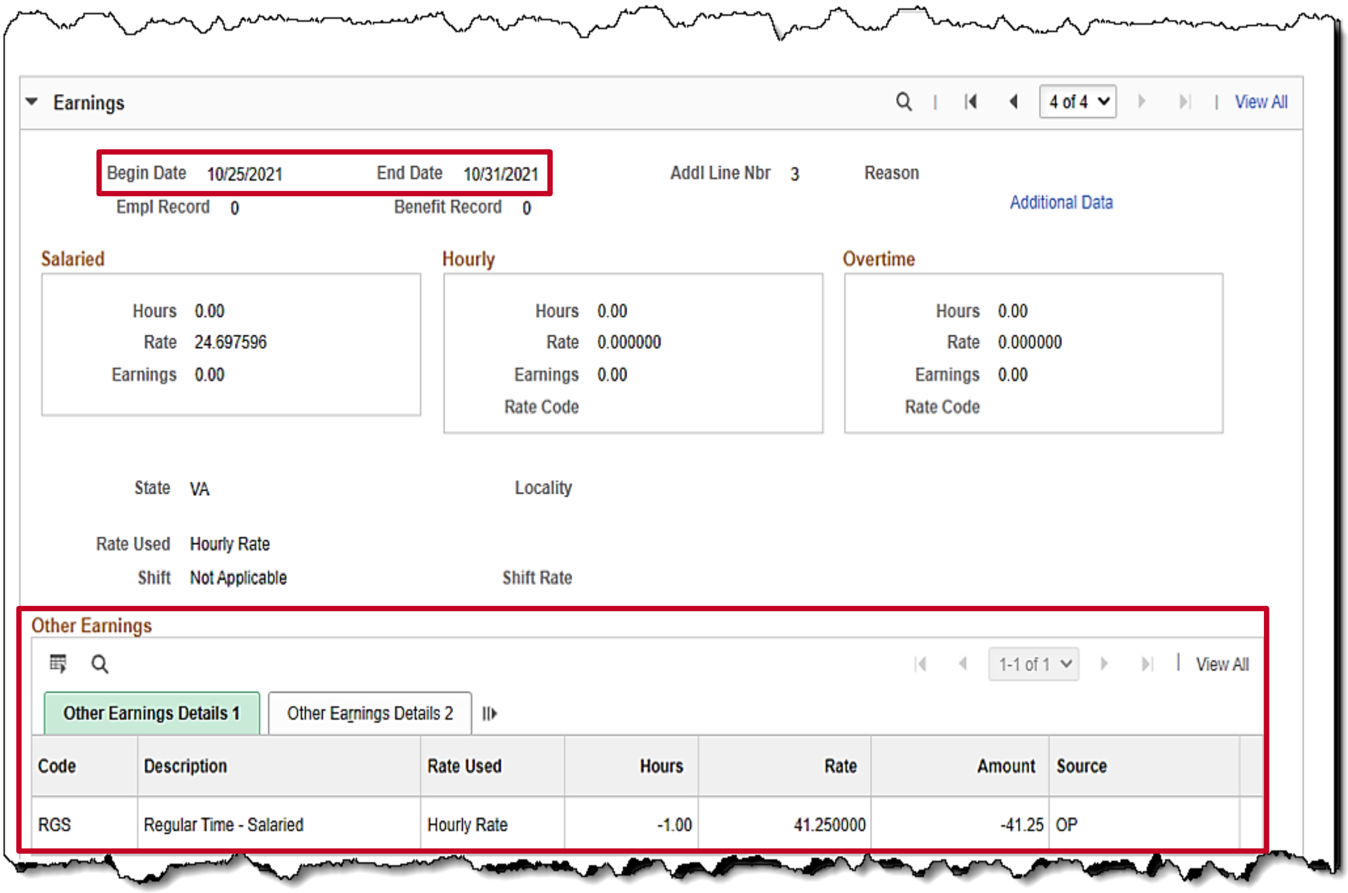




1. Enter the following:
   a. **Empl ID**
   b. **Empl Rcd**: Defaults to **0**. Update if necessary.
   c. **Earn Code**: RGS
   d. **Earns Begin Dt**: enter the begin date of the period the employee terminated
   e. **Earns End Dt:** enter the employee's last day worked
   f. **Oth Hrs**: enter -1
   g. **Hourly Rate**: Enter the amount of pay to be reduced
2. Validate and submit the transaction for approval.

Review Paycheck Page

In the **Other Earnings** section of the **Review Paycheck** page, you are able to see the SPOT transaction that processed for the employee.



Entering Adjustments to Regular Pay – Change in Compensation from Prior Period

If an employee has a change in compensation, an addition to regular pay may be necessary.

For this scenario, the employee received an increase in the regular pay rate in the prior period. When this occurs, the Payroll Administrator will calculate the amount of the increase and enter it into SPOT.

In this example, the current pay period is 3/25 – 4/9/2021. The increase is $1 an hour based on 88 hours in the prior pay period, 3/10-3/24/2021, which are entered in the **Earns Begin Dt** and **Earns End Dt** fields.

Detail Data | Validation

	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Peri
1		1		0		Active	RGS	Regular Time - Salaried	03/10/2021	03/24/2021	

1-1 of 1 View All

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #
1	Annualized	1.00	88.000000		Deduction		Deduction		0

1. Enter the following:
    a. **Empl ID**
    b. **Empl Rcd**: Defaults to **0**. Update if necessary.
    c. **Earn Code**: RGS
    d. **Earns Begin Dt**: Enter the begin date of the prior pay period
    e. **Earns End Dt:** Enter the end date of the prior pay period
    f. **Oth Hrs**: enter 1
    g. **Hourly Rate**: Enter the amount of pay to be added for the employee, based on your calculation.
2. Validate and submit the transaction for approval.

Review Paycheck Page

In the **Other Earnings** section of the **Review Paycheck** page, you are able to see the SPOT transaction that processed for the employee.